

# Using westlaw.com<sup>®</sup>

Westlaw<sup>®</sup> Research Guide

December 2005



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Westlaw and other West products also contain valuable online Help.

### About This Guide

In this guide, the graphics and step-by-step instructions are based on accessing Westlaw via the Internet. Because of the evolving nature of Internet technology, there may be recent changes to the Westlaw interface and functionality that are not reflected in this documentation.

Information in this guide is current as of November 15, 2005.

Author: Sue Gilbertson

Editor: Roberta Roban, J.D.

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## Starting a Westlaw Session

Complete these steps to access Westlaw via westlaw.com:

1. Access **www.westlaw.com** using your Web browser. The Westlaw sign-on page is displayed. (Click **Use a Secure Connection** if you want to access a secure Web site that encrypts your research session.)
2. Type your Westlaw password and a client identifier in the text boxes. To create a personalized username and password, click **Register to use your own Username and Password**.

**Notes:** Select the **Save this password** check box if you want your Westlaw password or personalized username and password automatically entered each time you sign on to Westlaw. When this option is selected, anyone accessing westlaw.com using your Web browser can sign on to Westlaw with your password.

Select the **Return to last research trail** check box if you want to return to your research from the previous session.

3. Click **Sign On**. The tabbed Westlaw page is displayed, as shown below. You can select another page to be displayed first when you sign on; see “Setting Up My Westlaw” on page 61.

The screenshot shows the Westlaw web interface with the following annotations:

- Access Westlaw features from the toolbar.** Points to the top navigation bar containing links like **Welcome**, **Find**, **KeyCite**, **Directory**, **Court Docs**, **Table of Contents**, **KeySearch**, and **More**.
- Click **My Westlaw** to select up to six tabbed custom pages, which you can personalize and from which you can start your research.** Points to the **My Westlaw** tab.
- Click **Research Trail** to view your research trails from the last 14 days.** Points to the **Research Trail** tab.
- Type a citation and click **GO** to retrieve a document. Select the **and Print** check box to print the document as soon as it is retrieved.** Points to the **Find this document by citation:** section.
- Check a document in KeyCite by typing its citation and clicking **GO**.** Points to the **KeyCite this citation:** section.
- To access a database**
  - type all or part of a database name or a description of a database, or type up to 10 database identifiers separated by commas or semicolons, and click **GO**.
  - select a database from the **Recent Databases** drop-down list.
  - select a database from the **Favorite Databases** drop-down list.
- Click **View Westlaw Directory** to view the entire list of Westlaw databases.** Points to the **View Westlaw Directory** link.
- Click **Find a Database Wizard** to have a wizard help you select relevant databases for your search.** Points to the **Find a Database Wizard** link.

The interface also displays various news items and database announcements on the right side, such as **Standard Edition--Welcome to Westlaw**, **Westlaw Highlights**, **New from Andrews**, **New Briefs Databases**, and **DATABASE ANNOUNCEMENTS**.

## Ending a Westlaw Session

To sign off from Westlaw, click **Sign Off** at the top of any page. The time spent on Westlaw and the number of transactions are displayed. Sign off from Westlaw before exiting your browser to prevent others from accessing westlaw.com with your password.

## Retrieving Documents by Citation

The Find service retrieves a document by citation and provides an option to immediately print the full text of the document.

To retrieve a document when you know the citation, complete these steps.

1. Click **Find** on the toolbar to display the Find a Document page.

**Note:** You can also use Find at the tabbed Westlaw page.

2. In the left frame, type a citation in the *Find this document by citation* text box.
3. To print the document immediately after it is retrieved, select the **and Print** check box.
4. Click **GO** to retrieve the document. For information about browsing the retrieved document, see “Browsing Documents in a Result” on page 29.

The screenshot shows the Westlaw Find & Print interface. On the left, the 'Find a Document' panel includes a 'Find & Print Multiple Citations' section with a text box for 'Find this document by citation:' containing '108 S.Ct. 2' and a 'GO' button. Below this is a 'Choose Publication Country:' dropdown set to 'US - United States'. Further down are links for 'Find a Case by Party Name', 'Find a Brief by Party Name', 'Find a Person', 'Find a Company', and 'Find a Database'. At the bottom of this panel are links for 'Overview', 'Publications List', and 'Find Tips'. On the right, the 'Westlaw Find & Print' panel has a title 'Find and Print Multiple Citations' and a large 'Enter Citation(s)' text box with a 'Send Request' button. Below the text box is a note: 'You can enter up to 20 citations separated with a semicolon or a hard return.' Underneath are two sections: 'Select Result Options' and 'Select Delivery Options'. 'Select Result Options' includes checkboxes for 'KeyCite History', 'KeyCite Citing References', 'Substitute with Reporter Images (only when available)', and 'Create one PDF for Reporter Images'. 'Select Delivery Options' includes radio buttons for 'Attached Printer', 'Westlaw Printer', 'Download', 'Email', and 'Fax', along with input fields for file format (HTML, Word) and email addresses. Annotations with blue lines point to specific elements: one points to the 'Find this document by citation:' text box with the text 'To view the full text of a document on Westlaw, type its citation in the Find this document by citation text box and click GO.'; another points to the 'Enter Citation(s)' text box with the text 'To print up to 20 documents at one time, type their citations separated by a semicolon or hard return in the Enter Citation(s) text box and click Send Request.'; a third points to the 'Substitute with Reporter Images' checkbox with the text 'Select the Substitute with Reporter Images check box to print PDF images of case law documents, when available. If you select this option, you can also select the Create one PDF for Reporter Images check box to receive a single PDF image that contains all of the case law documents in the result.'; and a fourth points to the 'KeyCite History' and 'KeyCite Citing References' checkboxes with the text 'Select these check boxes to include KeyCite history and citing references in the result.'

## Finding and Printing Multiple Documents

Use the right frame of the Find a Document page to print the full text of up to 20 documents at one time plus their KeyCite results, if desired. You also have the option of printing up to 20 case law documents exactly as they appear in the West reporters (when available). These documents will be delivered as Portable Document Format (PDF) images. To find and print multiple documents, complete these steps:

1. In the *Enter Citations(s)* text box, type up to 20 citations separated by a semicolon or hard return. You can also copy a list of citations from a word-processing file and paste it in the text box.
2. Under *Select Result Options*, select the appropriate check boxes to include KeyCite results or deliver PDF images (this step is optional):
  - Select the **KeyCite History** check box to print KeyCite history for your documents.
  - Select the **KeyCite Citing References** check box to print KeyCite citing references for your documents.
  - Select the **Substitute with Reporter Images** check box to print PDF images of case law documents exactly as they appear in the West reporters, when available. If you select this option, you can also select the **Create one PDF for Reporter Images** check box to receive a single PDF image that contains all of the case law documents in the result.



3. Under *Select Delivery Options*, select a delivery destination:
  - Select **Attached Printer** if you have a printer directly connected to your computer. Select a document format (**Word**, **WordPerfect**, **HTML**, or **PDF**) from the drop-down list.
  - Select **Westlaw Printer** if you use a printer, often supplied by West, that is configured to print Westlaw materials exclusively.
  - Select **Download** to save your results to a file. Select a document format (**Word**, **WordPerfect**, **PDF**, **HTML**, or **ASCII (plain text)**) from the drop-down list.
  - Select **E-Mail** to deliver your results to an e-mail address or a wireless device (e.g., phone, Palm, or BlackBerry). Select a document format (**Word**; **WordPerfect**; **PDF**; **HTML**; **ASCII**; **HTML inline text, no attachment**; or **Plain inline text, no attachment**) from the drop-down list. (If results will be delivered to a wireless device, select **Plain inline text, no attachment**.) Then type one or more e-mail or wireless e-mail addresses in the text box, separated by semicolons.
  - Select **Fax** to deliver your results to a fax machine. Type the fax number in the text boxes.
4. Click **Send Request** to retrieve your documents and send them to the delivery destination you selected.

The screenshot shows the WestlawFind&Print interface. On the left, a sidebar titled "Find a Document" contains links for "Find & Print Multiple Citations", "Find a Case by Party Name", "Find a Brief by Party Name", "Find a Person", "Find a Company", "Find a Database", "Overview", "Publications List", and "Find Tips". The main area is titled "WestlawFind&Print\* Find and Print Multiple Citations". It features a search box labeled "Enter Citation(s)" with a "GO" button. Below the search box, it states "You can enter up to 20 citations separated with a semicolon or a hard return." To the left of the search box, there are fields for "Find this document by citation:" (containing "108 S.Ct. 2") and "Choose Publication Country:" (set to "US - United States"). Below these are checkboxes for "and Print" and "Create one PDF for Reporter Images". The "Select Result Options" section includes checkboxes for "KeyCite History", "KeyCite Citing References", "Substitute with Reporter Images (only when available)", and "Create one PDF for Reporter Images". A note states: "There is an additional charge for Reporter Images unless they are included in your subscription plan." The "Select Delivery Options" section on the right has radio buttons for "Attached Printer", "Westlaw Printer", "Download" (selected), "Email", and "Fax". Each option has a corresponding document format dropdown menu. The "Download" option is selected, and the format is set to "Word". There is also a "To:" field for email addresses and a "Fax" field with a note "Separate addresses with a semicolon." A "Send Request" button is located at the top right of the main area.

Default print options are automatically displayed. See "Selecting Default Delivery Options" on page 54 for more information.

## Selecting a Publication Country

The abbreviations used for U.S. publications may also be used for different non-U.S. publications. Therefore, you need to specify the jurisdiction from which you want to retrieve documents by selecting a country from the *Choose Publication Country* drop-down list.

## Using a Find Template

Find citation templates are available for federal and state case law, the U.S. Constitution and state constitutions, federal and state statutes, session laws, court rules and orders, and many other materials.

If you are unsure of the correct citation format, simply type the publication abbreviation in the *Find this document by citation* text box and click **GO** to display a fill-in-the-blank template. For example, to display a Find template for a state statute, type **xx st** (where xx is a state's two-letter postal abbreviation).

## Using the Publications List

Click **Publications List** in the left frame to view a complete list of publications and abbreviations that can be used with Find. Use the Search feature to search the publications list for specific words or phrases. Then click the name or abbreviation of a publication to display its Find template.

To search for publications whose titles include the term *Harvard*, select **Contains** and type **harvard** in the text box. Then click **Search**. The first publication title containing the term *Harvard* is displayed at the top of the list.

The screenshot shows the 'Find a Document' interface. On the left, there are navigation links: 'Find & Print Multiple Citations', 'Find this document by citation:', 'Choose Publication Country:' (set to 'US - United States'), 'Find a Case by Party Name', 'Find a Brief by Party Name', 'Find a Person', 'Find a Company', 'Find a Database', 'Overview', 'Publications List' (highlighted), and 'Find Tips'. The main search area has 'Contains' selected with 'harvard' in the text box and a 'Search' button. Below the search bar, it says 'Items 7658 - 7757 of 22779'. A list of publications is displayed, including 'Harvard Asia Pacific Review', 'Harvard Business Review', 'Harvard Business Review (Abstracts)', 'Harvard Business Review (German)', 'Harvard Educational Review', 'Harvard Gay & Lesbian Review', 'Harvard Health Letter', 'Harvard Heart Letter', 'Harvard International Review', 'Harvard Journal of Asiatic Studies', 'Harvard Journal of Hispanic Policy', 'Harvard Law Review', 'Harvard Manager', and 'Harvard Mental Health Letter'. The 'Harvard Law Review' entry is highlighted. A pop-up box shows the citation format for 'Harvard Law Review' as '106 Harv. L. Rev. 517' with a 'GO' button. Below the pop-up, it says 'Full coverage: Vol. 63 to current'.

# Retrieving a Document by Party Name

To retrieve a specific case or brief when you know one or more parties' names, complete these steps:

- 1. Click **Find** on the toolbar. The Find a Document page is displayed.
- 2. Click **Find a Case by Party Name** or **Find a Brief by Party Name** in the left frame.
- 3. Type one or more parties' names in the text boxes displayed in the right frame.
- 4. Select the jurisdiction in which the case was heard or the brief was filed, or select the reporter in which the case was published.

For example, to retrieve *Buckaloo v. Johnson*, 537 P.2d 865 (Cal. 1975), click **Find a Case by Party Name** and type **buckaloo** and **johnson** in the text boxes. Select **State Courts**, then select **California** from the corresponding drop-down list.

- 5. Click **GO** in the right frame.

Type one or more parties' names in the text boxes, select a jurisdiction or reporter, and click **GO**.

Find a Document ⓘ

[Find & Print Multiple Citations](#)

Find this document by citation:

☐ and Print

Choose Publication Country:  

US - United States

[Find a Case by Party Name](#)

[Find a Brief by Party Name](#)

[Find a Person](#)

[Find a Company](#)

[Find a Database](#)

[Overview](#)

[Publications List](#)

[Find Tips](#)

Find a Case by Party Name

1 Enter at least one party name:

and

2 Select a Jurisdiction:

☐ All U.S. Federal and State Cases

☐ All Federal Courts

☐ U.S. Supreme Court: 

Cases

☐ U.S. Courts of Appeals: 

All Circuits

☐ U.S. District Courts: 

All District Courts

☐ Specialized Courts: 

U.S. Bankruptcy Courts

☒ State Courts: 

California

☐ State Reporters: 

All Reporters

3

You can also search for a document by party name at a database Search page. See “Searching Case Law Databases” on page 12.

**Note:** When you use Find a Case by Party Name or Find a Brief by Party Name, you are billed at the applicable database rate.

# Using a Find Wizard

Using a wizard is the most convenient way to find relevant databases for your Westlaw search. To access a wizard, click **Find a Person**, **Find a Company**, or **Find a Database** in the left frame of the Find a Document page.

Click **Next** to move through the wizard; click **Finish** to run a search in the database you select.

Find a Company Wizard

What type of company are you trying to find?

☒ U.S. - public

☐ U.S. - private

☐ U.S. - nonprofit companies and educational institutions

☐ International

Next >

Cancel

Wizards ask you what information you want to find and present a list of relevant databases for you to choose from.

## Accessing Databases Using the Westlaw Directory

To view a list of all databases on Westlaw, click **Directory** on the toolbar. The Westlaw Directory provides several methods for accessing databases.

### Selecting Databases in the Westlaw Directory

Three hypertext links in the left frame of the Westlaw Directory page—*My Databases*, *All Databases*, and *New Databases*—let you determine how much of the directory is displayed.

- Click **My Databases** to display the databases available to you if you have a special Westlaw subscription plan.
- Click **All Databases** to display all Westlaw databases, including new databases.
- Click **New Databases** to display databases that have been added to Westlaw in the last 30 days.

Browse the databases in the right frame by clicking the links, or use the Search feature to search for a specific database. Click a database name to display the Search page for that database.

Click a link to display the databases available to you under your subscription plan, the entire directory, or new databases.

To view the Westlaw Directory in an outline (tree) format, click **Change Directory Layout**. At the Options-Document Display page, select **Tree View** from the Westlaw Directory drop-down list and click **Save**.

Click **Find a Database Wizard** to select a database using a wizard.

Type a word or phrase in the text box and click **Search** to search the Westlaw Directory. A list of databases is displayed; click a database name to search that database, or select up to 10 databases to search and click **OK**.

The screenshot shows the Westlaw Directory interface. On the left, there are links for 'My Databases', 'All Databases', and 'New Databases'. Below these are 'Recent Databases' and 'Favorite Databases' dropdowns, a 'Search these databases:' text box with a 'GO' button, and a 'Find a Database Wizard' link. The main area displays a list of databases including 'U.S. Federal Materials', 'U.S. State Materials', 'International/Worldwide Materials', 'Topical Practice Areas', 'Treatises, CLEs, Practice Guides', 'Legal Periodicals & Current Awareness', 'Litigation', 'Business & News', and 'Legislative Services'. A search box at the top right contains the word 'statutes' and a 'Search' button. A 'Directory Location' breadcrumb trail shows 'All Databases > U.S. State Materials > Statutes & Legislative Services'. Below this, there are checkboxes for 'Search only Statutes & Legislative Services' and 'Search entire directory'. A list of databases is shown with checkboxes next to them, including 'Statutes Annotated - All States (ST-ANN-ALL)', 'Statutes Unannotated - All States (STAT-ALL)', 'Legislative Service - All States (LEGIS-ALL)', '50 State Surveys (SURVEYS)', and 'Insurance Surveys (SURVEYS-INS)'. A 'Folders of Additional Databases' section lists various state-specific databases.

Click a database name to access a database.

To view a description of a database, click the **Scope** icon. To leave Scope, click your browser's **Back** button.

### Accessing a Database by Typing Its Identifier or Name

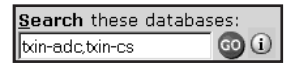
To access a database, type its identifier (e.g., **txin-bul**), all or part of the database name, or a description of the database in the *Search these databases* text box and click **GO**.

For example, to access the Texas Insurance Bulletins database, you could type **insurance bulletins from texas**. A list of databases that most closely match the concepts in your description is displayed. Click a database name, or select the check boxes for up to 10 databases and click **OK**.

The screenshot shows a dialog box titled 'Please select a Database'. It contains the instruction: 'To select up to 10 databases, check the corresponding box(es) next to the desired database(s) and click OK.' Below this, it says 'Databases that may be similar to INSURANCE BULLETINS FROM TEXAS:'. There are four checkboxes with labels: 'Texas Insurance Bulletins (TXIN-BUL)', 'Texas Insurance Statutes, Regulations and Bulletins (TXIN-COMBINED)', 'Professional Licenses - Texas (LICENSE-TX)', and 'Texas Practice Guide: Insurance Litigation (TXPG-INS)'. Each label has a small 'i' icon next to it.

## Accessing Multiple Databases

You can access multiple databases simultaneously from the Westlaw Directory. Type up to 10 database identifiers separated by commas or semicolons in the *Search these databases* text box and click **GO**.



Multiple-database searching is available for case law, statutes, court rules, administrative materials, legal texts and periodicals, and selected news and business information databases. Your search result is displayed in one combined list, ranked first by document type and then by date or publication order.

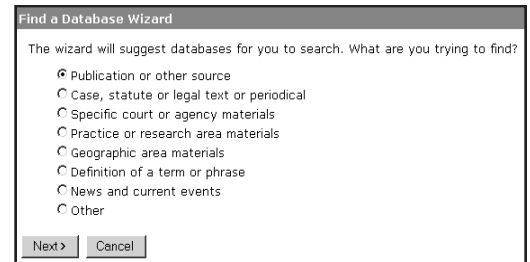
## Finding the Right Databases for Your Search

If you do not know the database identifier and cannot find the database you want by browsing the Westlaw Directory, you can use the Find a Database wizard or search the Westlaw Database List (IDEN).

### Using the Find a Database Wizard

The Find a Database wizard asks questions to help you select relevant databases for your search. To use the wizard, click **Find a Database Wizard** in the left frame of the Westlaw Directory page.

When finished, the wizard displays the Search page for a specific database or the section of the Westlaw Directory containing relevant databases for your search.



The wizard asks you questions to narrow the choice of databases.

### Searching the Westlaw Database List (IDEN)

If you're not sure which database is right for your search, complete these steps to search IDEN for databases that contain the information you need:

1. At the Westlaw Directory page, type **iden** in the *Search these databases* text box and click **GO**. The IDEN Search page is displayed.
2. Type a Natural Language description, such as **executive biography**, in the text box.
3. Click **Search**. A list of databases most closely matching the concepts in your description is displayed. Click the number preceding a database identifier to view a description of the database. To display the Search page for the database, click the database identifier in the description.

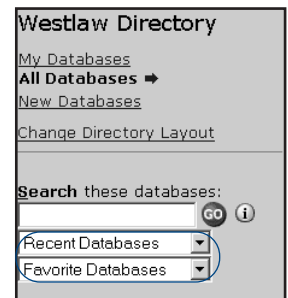
## Accessing a Recent Database

The Recent Databases feature keeps track of the last 20 databases you have accessed. (Multiple databases accessed simultaneously are treated as one database.) To access a recent database, select it from the *Recent Databases* drop-down list. You can also access recent databases at the tabbed Westlaw page.

## Accessing a Favorite Database

The Favorite Databases feature lets you save an unlimited number of databases that you frequently search. (Multiple databases accessed simultaneously are treated as one database.) To access a favorite database you have saved, select it from the *Favorite Databases* drop-down list. You can also access a favorite database at the tabbed Westlaw page.

Select a database from the *Recent Databases* or *Favorite Databases* drop-down list.



Saving a Favorite Database

Complete these steps to save a favorite database:

- 1. Select **Add to Favorites** from the *Favorite Databases* drop-down list. The Add to Favorite Databases List page is displayed.
- 2. Type the identifiers for the databases you want to save in the *Database(s)* text box. For example, type **txin-adc,txin-cs** to save these databases for a multiple-database search. In the *Entry Name* text box, type a name to help you identify the databases. An entry name is required to save the databases.
- 3. Click **Add Favorite**. The entry name is displayed in the *Favorite Databases* drop-down list.

**Add to Favorite Databases List:**  
This database will be added to your Favorite List:  
Entry Name:   
Database(s):

Organizing Favorite Databases

To rename or delete a favorite database, select **Organize Favorites** from the *Favorite Databases* drop-down list. The Organize Favorites page is displayed. You can also organize favorite databases at the tabbed Westlaw page.

Click an entry name to access the database.

To save a favorite database, type an entry name and database identifier and click **Add Favorite**.

**Organize Favorites**

Entry Name	Database	Save	Delete
Midwest	mn-cs,wi-cs	Rename	Delete
Water Management	lwatrr,lwetr	Rename	Delete

**Add to Favorite Databases List:**  
This database will be added to your Favorite List:  
Entry Name:   
Database(s):

Click **Rename** to change the entry name for the database.

Click **Delete** to remove a database from the list.

## Searching for Documents

Westlaw provides two search methods, Natural Language and Terms and Connectors, so you can search the way that is most effective for you. When you access a database, the Search page is displayed with your default search method selected. To select a different search method, click the appropriate hypertext link.

When you search using the Natural Language or Terms and Connectors search method in most Westlaw databases, several optional Smart Tools are available. These Smart Tools can catch typographical errors in your search and suggest related search terms and other databases that may help you retrieve additional relevant documents. See “Using Smart Tools to Refine Your Search” on page 26 for more information.

### Selecting Default Search Options

You can select Natural Language as your default search method at the Options–Search page. Choose **Options** from the *More* drop-down list on the toolbar and click the **Search** arrow. You can also set defaults for Terms and Connectors searches, for searches run in business and news databases, and for Smart Tools. See “Choosing Your Research Options” on page 59 for more information.

### Searching with Natural Language

Natural Language is a search method that allows you to use plain English to retrieve relevant documents. Natural Language searching is available in most Westlaw databases.

Complete these steps to search for documents using Natural Language:

1. Formulate a description of your issue using terms that describe its main concepts.
2. Access a database: click a database name in the Westlaw Directory, or type up to 10 database identifiers, separated by commas or semicolons, in the *Search these databases* text box and click **GO**.
3. When the database Search page is displayed, click **Natural Language**, if it is not already selected.
4. Type a description of your issue in the text box and click **Search**.

The screenshot shows the Westlaw search interface for the database "Multistate Labor and Employment - Cases". The search method "Natural Language" is selected. The search text is "do accidents caused by negligence disqualify an employee from unemployment compensation". The interface includes a "Search" button, a "Thesaurus Control Concepts" button, and a "Recent Searches & Locates" dropdown menu. Annotations provide instructions for each step:

- Search these databases:** Use the online thesaurus to select related terms. Click **Thesaurus** after you type your description.
- Change Database(s)**: Click **Change Database(s)** to
  - run your search in a different database, including recent and favorite databases
  - edit your search before running it in a different database.
- Search**: Select a search from the *Recent Searches and Locates* drop-down list and click **Search** to run it.
- Add Date Restriction**: Consider refining your search by adding restrictions to your description. For example, in a case law database you can click **Add Date Restriction** to restrict your search by date or added date or click **Add Other Restrictions** to restrict your search by court, attorney, or judge.
- Control Concepts**: To specify which concepts in your description must be included in or excluded from retrieved documents, click **Control Concepts**.

## Searching with Terms and Connectors

Terms and Connectors searching allows you to enter a query that consists of key terms from your issue and connectors specifying the relationship between those terms. For example, you can specify that your terms appear in the same sentence or the same paragraph. Terms and Connectors searching is available in all Westlaw databases.

**Note:** To save your Terms and Connectors searches to run at a later date, create a WestClip entry. See “Creating a WestClip Entry for Your Current Terms and Connectors Search” on page 50.

Complete these steps to search for documents using Terms and Connectors:

1. Formulate your query by choosing search terms significant to your issue and deciding which connectors to place between your terms. Consider using alternative terms such as synonyms and antonyms. To retrieve variations of terms, use the root expander (!) and the universal character (\*). To retrieve a phrase, place quotation marks (“ ”) around the phrase.

For more information about formatting a query, see “Formatting a Terms and Connectors Query” on page 11.

2. Access a database: click a database name in the Westlaw Directory, or type up to 10 database identifiers, separated by commas or semicolons, in the *Search these databases* text box and click **GO**.
3. When the database Search page is displayed, click **Terms and Connectors**, if it is not already selected.
4. Type your query in the text box and click **Search**.

The screenshot shows the Westlaw search interface for the 'Multistate Labor and Employment - Cases' database. The 'Terms and Connectors' tab is selected. The search text box contains the query: 'disabl /p access! /s work-site work-place (employment /3 place)'. The 'Connectors/Expanders' list is open, showing options like '&', 'OR', 'space', 'phrase', 'in same sentence', and 'in same paragraph'. The 'Fields' and 'Dates' lists are also visible, with 'Court', 'CO', 'SY', 'Digest', 'DI', 'Synopsis/Digest', 'SY,DI', 'Background', and 'BG' in the Fields list, and 'Unrestricted', 'Most recent 30 days', 'Most recent 60 days', 'Most recent 90 days', and 'Year-to-date' in the Dates list.

**Annotations:**

- Search these databases:** mlb-cs [GO] (Use the online thesaurus to select related terms. Click **Thesaurus** after you type your query.)
- Database:** Multistate Labor and Employment - Cases (Click **Change Database(s)** to run your search in a different database, including recent and favorite databases; edit your search before running it in a different database.)
- Terms and Connectors** (Click **Connectors/Expanders** to view descriptions of connectors you can place between search terms and descriptions of the root expander and universal character, which you can use to retrieve variations of terms. Double-click an item in the *Connectors/Expanders* list box to add it to your query.)
- Recent Searches & Locates** (Select a search from the *Recent Searches and Locates* drop-down list and click **Search** to run it.)
- Fields:** Court CO SY Digest DI Synopsis/Digest SY,DI Background BG (You can restrict all or part of your search to a specific field, such as the digest field, or to a specific date or range of dates. Double-click an item in the *Fields* or *Dates* list box to add it to your search. (If you add a field restriction in this manner, type your search terms inside the parentheses that are displayed in the text box.) Or, click **Fields** or **Dates** and type the appropriate date or terms in the text boxes.)
- Dates:** Unrestricted Most recent 30 days Most recent 60 days Most recent 90 days Year-to-date



## Formatting a Terms and Connectors Query

### Searching for Compound Words

A compound word may appear as one word, as a hyphenated word, or as two separate words. If your search term is a compound word, use its hyphenated form to retrieve all variations. For example,

Type	To retrieve
whistle-blow	<i>whistleblow</i>
	<i>whistle-blow</i>
	<i>whistle blow</i>

### Searching for Abbreviations

Abbreviations may appear with or without periods or spaces. To retrieve the various forms of an abbreviation, enter it with periods and without spaces. For example,

Type	To retrieve
h.i.v.	<i>H.I.V.</i>
	<i>H. I. V.</i>
	<i>HIV</i>
	<i>H I V</i>

### Using the Root Expander

Use the root expander (!) to retrieve words with variant endings. The root expander must always be placed at the end of a term. For example,

Type	To retrieve
contribut!	<i>contribute</i>
	<i>contributed</i>
	<i>contributor</i>
	<i>contributing</i>
	<i>contribution</i>
	<i>contributory</i>

**Note:** Plurals and possessive forms are automatically retrieved without a root expander.

### Using the Universal Character

Use the universal character (\*) to represent one variable character. You can place the universal character anywhere in a term except at the beginning. For example,

Type	To retrieve
gr*w	<i>grew</i>
	<i>grow</i>

**Note:** When you place one or more universal characters at the end of a term, you specify the maximum length of that term.

### Using Connectors

Use connectors to specify the relationships that should exist between search terms in your retrieved documents. For example,

Type	To search for documents that contain
& (and)	both terms
a space (or)	either term or both terms
/s	terms in the same sentence
/p	terms in the same paragraph
/n	terms within <i>n</i> terms of each other (where <i>n</i> is a number)
+n	the first term preceding the second by <i>n</i> terms (where <i>n</i> is a number)
+s	the first term preceding the second within the same sentence
“ ”	terms appearing in the same order as in the quotation marks

Type	To exclude documents that contain
% (but not)	the terms following the percent symbol

## Searching Case Law Databases

In addition to using the Natural Language and Terms and Connectors search methods in case law databases, you can search by party name using a template if you know the parties involved in a case. You can also restrict your search by field or use West topic and key numbers to retrieve relevant cases that may not include your exact search terms.

### Searching by Party Name

To retrieve a specific case when you know one or more parties' names, complete these steps:

1. Access a database: click a database name in the Westlaw Directory, or type up to 10 database identifiers, separated by commas or semicolons, in the *Search these databases* text box and click **GO**.
2. When the database Search page is displayed, click **Search by Party Name**.
3. Type one or more parties' names in the text boxes. For example, in the Multistate Labor and Employment–Cases database (MLB-CS), type **lyster** and **florida unemployment** in the text boxes to retrieve *Lyster v. Florida Unemployment Appeals Comm'n*, 826 So. 2d 482 (Fla. Dist. Ct. App. 2002).
4. Click **Search**.

Click **Change Database(s)** to

- run your search in a different database, including recent and favorite databases
- edit your search before running it in a different database.

Search these databases:  
mlb-cs GO  
Recent Databases  
Favorite Databases

Type one or more parties' names in the text boxes and click **Search**.

Database: Multistate Labor and Employment - Cases (i) [Change Database\(s\)](#) | [Tips](#)

**Standard Search** | [Custom Digest](#)

[Terms and Connectors](#) | [Natural Language](#) | **Search by Party Name**

Party name:  
lyster Search

Additional party name (optional):  
florida unemployment

### Restricting Your Search by Field

Almost all documents on Westlaw are composed of several parts called *fields*. In a case law document, for example, the names of the parties, the name of the judge, and the names of the attorneys are each considered a separate field. Other fields, including the synopsis, topic, headnote, and digest fields, contain exclusive West editorial enhancements.

Rather than searching entire documents, you can restrict your search to one or more fields. Doing so saves searching and browsing time and makes your search more efficient. You can use the tools on the Search page to add field restrictions to your Natural Language and Terms and Connectors searches; see “Searching with Natural Language” on page 9 and “Searching with Terms and Connectors” on page 10. Alternatively, you can type the field abbreviation in the text box at the Search page, followed immediately by the terms you want included in the field restriction enclosed in parentheses. For example, to retrieve cases dealing with retaliation against whistle-blowers, you could restrict your search to the synopsis (sy) and digest (di) fields by typing **sy,di(whistle-blow! /p retaliat!)**.

To view a graphical breakdown of the fields in a case, see “Identifying Fields in Cases” on page 13.

## Identifying Fields in Cases

Citation (ci)	252 F.3d 316, 52 ERC 1818, 31 Env'tl. L. Rep. 20,753
Prelim (pr)	United States Court of Appeals, Fourth Circuit.
Title (ti)	WASTE MANAGEMENT HOLDINGS, INCORPORATED; Hale Intermodal Marine Company; Weanack Land Limited Partners; Charles City County; Brunswick Waste Management Facility, Plaintiffs-Appellees, v. James S. GILMORE, III, in his official capacity as Governor of the Commonwealth of Virginia; John Paul Woodley, Jr., in his official capacity as Secretary of Natural Resources. . .
Prelim (pr)	No. 00-1185. — Docket-Number (dn) Argued Dec. 7, 2000. Decided June 4, 2001.
Synopsis (sy)	Landfill operators and transporters of municipal solid waste (MSW) commenced §1983 action against Virginia state officials, seeking declaratory and injunctive relief, challenging five Virginia statutory provisions on the transportation and disposal of MSW under, inter alia, the dormant Commerce Clause and the Supremacy Clause. The United States District Court for the Eastern District of Virginia, <a href="#">James R. Spencer, J.</a> , <a href="#">87 F.Supp.2d 536</a> , held that the provisions violated the Commerce Clause and that two of them also violated the Supremacy Clause. Plaintiffs appealed. The Court of Appeals, <a href="#">Hamilton</a> , Senior Circuit Judge, held . . . . West Headnotes . . .
Digest (di)	Topic (to) [23] <a href="#">KeyCite Notes</a> 83 Commerce 83II Application to Particular Subjects and Methods of Regulation 83II(B) Conduct of Business in General 83k60 Manufacture and Sale of Goods 83k60(1) k. In General. <a href="#">Most Cited Cases</a> Headnote (he) Under the "market participant doctrine," a state acting in its proprietary capacity as a purchaser or seller may favor its own citizens over others, but if there is no direct state involvement in the market, the strictures of the dormant Commerce Clause apply with full force. <a href="#">U.S.C.A. Const. Art. 1, § 8, cl. 3</a> . Words-Phrases (wp)
West-Codenotes (wcn)	West Codenotes Held Unconstitutional <a href="#">Va.Code 1950, § 10.1-1408.1</a> , subd. Q <a href="#">Va.Code 1950, § 10.1-1408.3</a> <a href="#">Va.Code 1950, § 10.1-1454.3</a> , subds. A, D
Attorney (at)	*322 ARGUED: <a href="#">Stewart Todd Leeth</a> , Assistant Attorney General, Richmond, VA, for Appellants. <a href="#">Evan Mark Tager</a> , Mayer, Brown & Platt, Washington, DC; <a href="#">Timothy George Hayes</a> , Hunton & Williams, Richmond, VA, for Appellees. ON BRIEF: <a href="#">Mark L. Earley</a> , Attorney General of Virginia, <a href="#">William H. Hurd</a> , Solicitor General, Roger L. Chaffe, Senior Assistant Attorney General...
Panel (pa) (The panel field is part of the prelim field.)	Before <a href="#">WIDENER</a> and <a href="#">KING</a> , Circuit Judges, and <a href="#">HAMILTON</a> , Senior Circuit Judge. OPINION
Opinions (op)	Judge (ju) <a href="#">HAMILTON</a> , Senior Circuit Judge: In March and April 1999, the Commonwealth of Virginia's (Virginia) General Assembly, its legislative body, enacted and the Governor of Virginia signed into law five statutory provisions, which, collectively, cap the amount of municipal solid waste (MSW) that may be accepted by landfills... Lead (le) ...Finally, we vacate the district court's entry of judgment against Governor Gilmore and remand with instructions that the district court dismiss him as a party in this action. AFFIRMED IN PART, VACATED IN PART, AND REMANDED. Concurring (con) and/or Dissenting (dis) <a href="#">WIDENER</a> , Circuit Judge, concurring: I concur in all of the opinion of the court except Part IV.A, and I concur in the result that Part IV.A obtains...
Court (co)	C.A.4.Va., 2001.
Title (ti)	Waste Management Holdings, Inc. v. Gilmore
Citation (ci)	252 F.3d 316, 31 Env'tl. L. Rep. 20,753, 52 ERC 1818

## Using the Custom Digest to Retrieve Cases

Every legal issue in a case published by West is identified and summarized in a headnote. Each headnote is then classified under one or more topics and key numbers. The complete topic and key number outline used by West attorney-editors to classify headnotes is available in westlaw.com in the Custom Digest service. You can use the Custom Digest to find topic and key numbers related to your issue and to retrieve cases with headnotes classified under those topic and key numbers.

To use the Custom Digest, complete these steps:

1. Choose **Key Numbers and Digest** from the *More* drop-down list on the toolbar to display the topic and key number outline.

Click a link to display the classification system used in the New York Official Reports or the Canadian Abridgment Case Digests.

If you know the topic or topic and key number you want to include in your custom digest, you can type it in the text box and click **GO**.

Select the check box next to each topic or key number you want to include in your custom digest, then click **Search selected**.

2. Click the plus and minus symbols to browse the outline.
3. Select the check box next to each topic or key number you want to include in your custom digest, then click **Search selected**. The Custom Digest search page is displayed.

The topic and key numbers you selected are listed in the *Your digest selection(s)* box.

Select the order in which you want the headnotes in your digest to be displayed. Clear the **Include ALR, law reviews, and other references** check box to include only case headnotes in your digest.

Select the jurisdiction (**State**, **Federal**, or **State and Federal**) or practice area (**Topical**) from which you want to retrieve headnotes. Then select an item from the corresponding drop-down list.

Type additional search terms in the *Add search terms and/or connectors* text box.

Select an option from the *Date Restriction* drop-down list.

4. If desired, select a different jurisdiction (your home jurisdiction is selected by default) or a date restriction, add search terms, or change the order in which cases in your custom digest are displayed (the default is reverse chronological order).
5. Click **Search**. A list of all topic and key numbers included in your custom digest is displayed in the left frame. The headnotes classified under the first topic and key number in the list are displayed in the right frame.

## Using Most Cited Cases

The Most Cited Cases feature allows you to create a custom digest for a topic and key number in a case you are viewing. You will retrieve a single document containing a list of cases with headnotes classified under that topic and key number. The cases cited most often for the point of law represented by the topic and key number are listed first. To view a Most Cited Cases list from a displayed case, complete these steps:

1. Click **Most Cited Cases** in a headnote classification hierarchy in the case. The Custom Digest search page is displayed.
2. If desired, select a different jurisdiction (your home jurisdiction is selected by default), restrict your result by date, add search terms, or change the order in which the cases in your result will be listed (the default order is to list cases in the order of citation frequency, from most cited to least cited).

3. Click **Search**. A single document containing a list of cited cases along with the relevant headnotes is displayed in the right frame.

Click the KeyCite status flag to retrieve KeyCite information for the cited case.

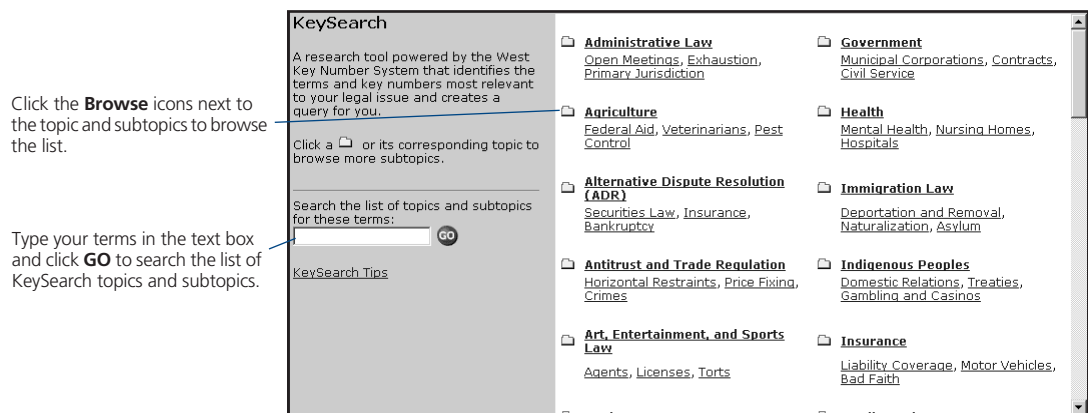
Click the case name to browse the full text of the cited case in the Link Viewer.

## Using KeySearch to Retrieve Cases

KeySearch is a tool powered by the West Key Number System that identifies key numbers and terms related to your legal issue and runs a query created by a West attorney-editor for you. KeySearch retrieves documents that contain key numbers, such as cases with West headnotes, as well as documents that don't contain key numbers, such as law reviews and cases without West headnotes. For a complete discussion of KeySearch, download a free copy of *Using KeySearch* in *westlaw.com*, Material #40249052, at [west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides).

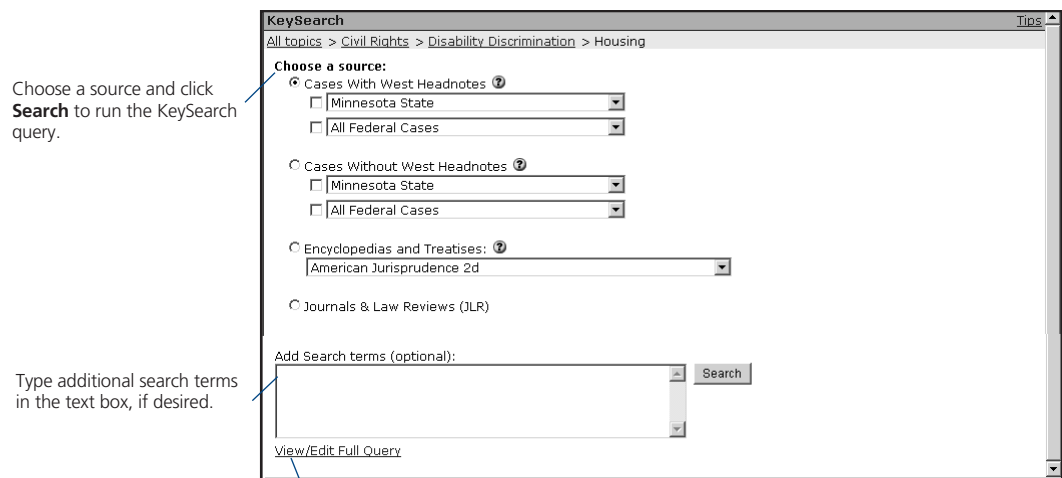
### Selecting a Topic

Click **KeySearch** on the toolbar to access KeySearch, then browse the list of topics and subtopics in the right frame by clicking the **Browse** icons (📁). When you see a topic or subtopic related to your issue, select it by clicking the **Search all of ...** link at the top of the page or by clicking the **Search** icon (🔍) next to it. You can also search the list of KeySearch topics and subtopics for specific terms by typing the terms in the text box in the left frame and clicking **GO**.



### Letting KeySearch Provide a Query for You

Once you've selected a topic or subtopic to search, choose the source you want to retrieve documents from and, if desired, type additional search terms in the *Add search terms* text box. KeySearch provides a query for you based on the topic or subtopic and source you selected and on any search terms you entered in the *Add search terms* text box. Click **Search** to run the KeySearch query.



To view the KeySearch query, click **View/Edit Full Query**.

## Ordering Court Documents

When you retrieve a docket from a Dockets database, you can order the court documents listed on the docket by completing an online form and submitting it to West Document Retrieval (WDR). Some documents may also be available for immediate downloading in PDF.

To view a PDF of a court document, when available, click **View Document in PDF Format** under the docket entry. To order a court document, click **Order a Document for Later Delivery** under the docket entry. Complete the order form that is displayed and click **Submit Order**.

Click **View Document in PDF Format** to print and save a copy of the document.

Click **Order Document for Later Delivery** to submit an order form to WDR.

**Result List**  
1 Doc  
2:04-CV-00058  
Links for  
<< Full Screen List  
Edit Search | Locate in Result  
Full-Text Document

**Court Docket**  
Title: AIR REFRIGERANTS LLC, ET AL v. RMS OF  
Court: U. S. DISTRICT COURT EASTERN DISTRICT OF...  
Case Number: 2:04CV00058

EXT OF TIME FOR FILING RESP TO CMP (LG) (ENTERED: 02/06/2004)

[View Document in PDF Format](#)

3 01/20/2004 RETURN OF SERVICE OF SUMMONS AND COMPLAINT UPON DEFENDANT RMS OF GEORGIA LLC ON 1/12/04 (CAR) (ENTERED: 01/20/2004)

[Order Document for Later Delivery](#)

2 01/09/2004 REQUEST BY PLAINTIFF AIR REFRIGERANTS LLC AND SUMMONS RE-ISSUED ON ORIG COMPLAINT AS TO DEFENDANT RMS OF GEORGIA LLC; 1 SUMMONS ISSUED (CAR) (ENTERED: 01/13/2004)

Term Tools

You can also order court documents without retrieving the docket by choosing **Order Documents Online** from the *More* drop-down list on the toolbar. Complete the order form that is displayed and click **Submit Order**.

**Westlaw** | Business & News | Welcome | Find | KeyCite | Directory | Court Docs | Table of Contents | KeySearch | More

Find this document by citation: [ ] and Print [ ] GO

KeyCite this citation: [ ] GO

Search these databases: [Recent Databases] [Favorite Databases] GO

View Westlaw Directory  
Find a Database Wizard  
Getting Started Tips

**Standard Edition--Welcome to Westlaw**  
Briefs for N.Y. State's Appellate Div., 2nd Judicial Dept.  
**Trial Filings. A fresh look at the facts in your case.**  
Find fact-specific motions, pleadings and memoranda for FILING and Minnesota MN-FILING, as well as federal court filings.  
**Trial Documents on Westlaw.**  
Search more than 1,000,000 pleadings and motions documents. Trial Motions MOTIONS and Trial Pleadings PLEADINGS.  
**Supreme Court nominee Harriet E. Miers' cases, appellate briefs, law review articles, and more available in PROFILER-WLD.** Just type "Harriet Miers".  
Westlaw price changes for LRP Publication databases effective November 1, 2005 for all Westlaw subscribers. See SUBSCRIBER for details.  
**Legal Briefs on Westlaw: 900,000 docs and growing!**  
Begin your briefs research with the Briefs Multibase BRIEF-ALL. Link to briefs from other documents on Westlaw, including case law reporters, secondary sources, KeyCite documents, and even other briefs.  
**Court Dockets on Westlaw.** Search more than 40 million dockets from federal, state, and foreign courts.

**Document Order Form**  
Step 1: Order Information / Step 2: Order Confirmation  
\* Required Fields

**Document Information**  
Complete all known fields for faster processing of your order.  
Court: [ ]  
Case Number: [ ]  
Case Caption: [ ]  
\* Requested Document(s): [ ]  
Include all exhibits [ ]  
Client ID: [ ]

**Contact Information**  
\* Full Name: [ ]  
\* E-mail Address: [ ]  
\* Phone Number: [ ]  
\* Fax Number: [ ]

**Billing Information (Westlaw account address)**  
\* Company/Firm: [ ]  
\* Address 1: [ ]  
\* Address 2: [ ]  
\* City: [ ]  
\* State/Province: [ ]  
\* Postal Code: [ ]  
\* Country: [ ]

**Delivery Information**  
Order 25 pages or less will be delivered by e-mail unless otherwise requested.  
\* E-mail: [ ] \* Overnight/Courier: [ ]  
\* Fax: [ ] \* First Class Mail: [ ]  
\* Deliver to a mailing address other than billing address.  
Full Name: [ ]  
Company/Firm: [ ]  
E-mail Address: [ ]  
Address 1: [ ]  
Address 2: [ ]  
City: [ ]  
State/Province: [ ]  
Postal Code: [ ]  
Country: [ ]  
Phone Number: [ ]  
Fax Number: [ ]

**Processing Information**  
\* Rush Processing (begins immediately) [ ]  
\* Standard Processing (begins in 24-48 hours) [ ]  
\* Contact me before fulfillment with time/cost estimates. You will always receive a confirmation email regarding this order. [ ]

**Additional Delivery Information**  
[ ]

For assistance with this form, or to modify or cancel an order you have submitted, contact West Support Services. Submit Order Clear

Complete the order form and click **Submit Order**.

## Using WestDocket Alert

WestDocket Alert provides you with up-to-date court docket information for civil and criminal cases from most federal courts across the United States and for selected state courts. Use WestDocket Alert to conduct background checks that uncover charges, convictions, or repeat offense patterns; discover the litigation history of adverse parties or prospective clients; and manage your cases by tracking case status and fee and payment records.

A court docket retrieved using WestDocket Alert typically provides the names of the parties and their attorneys, the case number, the name of the presiding judge, a list of documents on file, and the schedule of proceedings and appearances.

## Selecting Default WestDocket Alert Options

You can save time by selecting the default content and a default delivery destination for your WestDocket Alert entries at the Options–Alerts page. Choose **Options** from the *More* drop-down list on the toolbar and click the **Alerts** arrow. See “Choosing Your Research Options” on page 59 for more information.

## Creating an Entry for Case Updates

To be notified when new developments occur in a case, complete these steps:

1. Choose **WestDocket Alert** from the *More* drop-down list on the toolbar.
2. Click **Create Entry**, then select **Receive an alert when there are new developments in a specific case** and click **GO**. Complete the WestDocket Alert: New Developments in a Specific Case page, as shown below.

Type a name for the entry in the *Name of Alert* text box (optional, maximum of 10 characters).

Type a new client identifier in the *Client ID* text box to assign this entry to another client.

Click **Select Court** to view a list of state and federal courts. Click the name of the court in which the case was filed to add the identifier of the database containing the court to the *Court* text box.

Type the docket number assigned to the case in the *Docket Number* text box. Click **Docket Number Formats** to view a list of valid docket number formats.

Click **Edit** to change one or more delivery settings.

WestDocket Alert: New Developments in a Specific Case		Create Entry   Directory   Tips
<b>Entry Details</b> Complete each item below: Name of Alert: <input type="text"/> Client ID: <input type="text"/> Court: <input type="text"/> <a href="#">Select Court</a> Docket Number: <input type="text"/> <a href="#">Docket Number Formats</a> Save Cancel		<b>Delivery Settings</b> <a href="#">Edit</a> Frequency: Daily Destination: Save on Westlaw Limits: 5000 maximum lines per result Result format: Full Docket Results: Inform me of no results Date created: 10/11/2005 Last run date: No last run date

3. Click **Save**. A list of cases with docket numbers matching your entry is displayed. Click a hypertext link to save the entry in the WestDocket Alert Directory. To view or change the completed entry, click the entry name in the directory.

## Creating an Entry for New Cases

To be notified when new cases are filed, complete these steps:

1. Choose **WestDocket Alert** from the *More* drop-down list on the toolbar.
2. Click **Create Entry**, then select **Receive an alert when new cases are filed** and click **GO**. Complete the WestDocket Alert: New Cases Filed Based on Selected Criteria page, as shown on the next page.
3. Click **Save** to save the entry in the WestDocket Alert Directory. To view or change the completed entry, click the entry name in the WestDocket Alert Directory.



Type a name for the entry in the *Name of Alert* text box (optional, maximum of 10 characters).

Type a new client identifier in the *Client ID* text box to assign this entry to another client.

Click **Select Court(s)** and click the plus symbols (+) to browse the list of available courts; then select the check box next to each court (up to five) that you want to monitor. Click **Save** to add your selections to the *Court(s)* text box.

If you know the party name, type it in the *Party Name* text box exactly as it would appear in court records.

If you know the nature of the suit, click **NOS Codes** and select the check box next to each NOS code (up to five) that describes the case. Click **Save** to add your selections to the *Nature of Suit (NOS)* text box.

If you know the judge's name, type it in the *Judge* text box exactly as it would appear in court records.

If you know the attorney's name, type it in the *Attorney* text box exactly as it would appear in court records.

Click **Edit** to change one or more delivery settings.

## Creating an Entry for Your Current Dockets Result

After running a search in a Dockets database, create a WestDocket Alert entry for the case docket you are viewing by completing these steps:

1. Click **Track this Docket** in the right frame. The WestDocket Alert: New Developments in a Specific Case page, as shown on the previous page, is displayed with the court and docket number entered for you.
2. Under *Entry Details*, type a name for the entry in the *Name of Alert* text box.
3. The client identifier for the current research session is automatically displayed in the *Client ID* text box. Type a new client identifier to assign this entry to another client.
4. Click **Edit** to change one or more delivery settings.
5. Click **Save**. A list of cases with docket numbers matching your entry is displayed. Click a hypertext link to save the entry in the WestDocket Alert Directory. To view or change the completed entry, click the entry name in the directory.

## Managing Entries in the WestDocket Alert Directory

WestDocket Alert entries are saved in the WestDocket Alert Directory. To access the directory, choose **WestDocket Alert** from the *More* drop-down list. All entries are displayed in the order you saved them. Use the directory to manage your entries:

- To run an entry at any time, click **Run** next to the entry.
- To modify an entry, click the name of the entry.
- To remove an entry from the directory, click **Delete** next to the entry.

## Searching Statutes Databases

In addition to searching the full text of statutes using the Terms and Connectors or the Natural Language search method, you can restrict your search by field or to prior versions of statutes that were effective on a specific date (in some databases). You can also use the Table of Contents service, the statutes index, and the Popular Name Table to retrieve statutes documents.

### Restricting Your Search by Field

The two most useful fields to search in statutes databases are the prelim (pr) and caption (ca) fields, which contain the major headings and a description for each section. You can use the tools on the database Search page to add field restrictions to your searches; see “Searching with Natural Language” on page 9 and “Searching with Terms and Connectors” on page 10. Alternatively, you can type the field abbreviation in the text box, followed immediately by the terms you want included in the field restriction enclosed in parentheses. For example, to retrieve statutes on hazardous waste, you could type the following Terms and Connectors query: **pr,ca(hazard! /p waste)**.

To view a graphical breakdown of the fields in a statute, see “Identifying Fields in Statutes” on page 21.

Access Westlaw features that can help you retrieve statutes documents. In this example, you can access a Find by Citation template, the Table of Contents service, the statutes index, the Popular Name Table, or surveys of state statutes.

Type field restrictions in the text box or double-click a field restriction in the *Fields* list box to add it to your search.

To search for versions of statute sections that were effective on a specific date, click the **Calendar** icon to select a date.

Database: United States Code Annotated ⓘ [Change Database\(s\)](#) | [Notices](#) | [Tips](#)

[Standard Search](#) | [Find by Citation](#) | [Table of Contents](#) | [Statutes Index](#) | [Popular Name Table](#) | [50 State Surveys](#)

[Terms and Connectors](#) | [Natural Language](#)

pr,ca(hazard! /p waste)  [Thesaurus](#)

Search statutory sections effective on:

Connectors/Expanders:	Fields:
AND &	Citation C1
OR space	Prelim PR
phrase ""	Caption CA
in same sentence /s	Text TE
in same paragraph /p	Credit CR

Double-click on a selection to add an item to your search.

### Retrieving Prior Versions of Statutes

You can run a search in the following databases for prior versions of statute sections that were effective on a specific date: United States Code Annotated (USCA), New York Statutes–Annotated (NY-ST-ANN), California Statutes–Annotated (CA-ST-ANN), Texas Statutes–Annotated (TX-ST-ANN), and New Jersey Statutes–Annotated (NJ-ST-ANN).

1. Access the USCA, CA-ST-ANN, NY-ST-ANN, TX-ST-ANN, or NJ-ST-ANN database. At the Search page, type your search in the text box.
2. Type a date in the *Search statutory sections effective on* text box, or click the **Calendar** icon and select a date.
3. Click **Search**. The versions of the statute sections that were effective on the date you selected are displayed.
4. Click a citation to view the full text of a statute section.

## Identifying Fields in Statutes

Citation (ci)	West's Ann.Cal.Fam.Code § 501
Prelim (pr)	West's Annotated California Codes <a href="#">Currentness</a> Family Code <a href="#">(Refs &amp; Annos)</a> Division 3. Marriage <a href="#">(Refs &amp; Annos)</a> <a href="#">Part 4. Confidential Marriage (Refs &amp; Annos)</a> <a href="#">Chapter 1. General Provisions</a>
Caption (ca)	§501. Issuance of license
Text (te)	Except as provided in <a href="#">Section 502</a> , a confidential marriage license shall be issued by the county clerk upon the personal appearance of the parties to be married and their payment of the fees required by <a href="#">Sections 26840.1 and 26840.8 of the Government Code</a> and any fee imposed pursuant to the authorization of <a href="#">Section 26840.3 of the Government Code</a> .
Credit (cr)	CREDIT(S) <a href="#">(Stats.1992, c. 162 (A.B.2650), § 10, operative Jan. 1, 1994.)</a>
Historical-Notes (hn)	LAW REVISION COMMISSION COMMENT 2004 Main Volume Enactment (Revised Comment) Section 501 continues the second sentence of former <a href="#">Civil Code Section 4213(a)</a> without substantive change. [23 Cal.L.Rev.Comm. Reports 1 (1993) ]  HISTORICAL AND STATUTORY NOTES 2004 Main Volume Derivation: Civ.C. former § 79, added by Code Am.1877-78, c. 51, § 1. Civil Code former <a href="#">§ 4213</a> , added by Stats.1969, c. 1608, § 8, amended by Stats.1971, c. 1244, § 1; Stats.1973, c. 142, § 11; Stats.1977, c. 585, § 1; Stats.1980, c. 676, § 59; Stats.1981, c. 872, § 1; Stats.1982, c. 125, § 1; Stats.1982, c. 449, § 1; Stats.1983, c. 476, § 1; Stats.1984, c. 149, § 1; Stats.1985, c. 586, § 2; Stats.1986, c. 1460, § 3; Stats.1992, c. 318, § 9.
References (re)	CROSS REFERENCES  Certificate of registry, preparation and filing, see <a href="#">Family Code § 359</a> . County defined for purposes of this Code, see <a href="#">Family Code § 67</a> . License, Necessity, see <a href="#">Family Code §§ 300, 350</a> . Offense of solemnization of marriage without license or authorization, see <a href="#">Penal Code § 360</a> . Return of license to county recorder, see <a href="#">Family Code § 423</a> . Marriage registration, see <a href="#">Health and Safety Code § 103125</a> et seq. Solemnization requirements, see <a href="#">Family Code § 420</a> et seq.  LIBRARY REFERENCES 2004 Main Volume <a href="#">Marriage</a> ⇐ <a href="#">25(2)</a> , <a href="#">25(4)</a> , <a href="#">25(2)</a> . WESTLAW Topic No. <a href="#">253</a> . <a href="#">C.J.S. Marriage § 27</a>  RESEARCH REFERENCES  Encyclopedias <a href="#">CA Jur. 3d Family Law § 60</a> , Issuance Of Confidential Marriage License; Duration. Forms <a href="#">West's California Code Forms, Family § 500 -COMMENT</a> , Requirements for Confidential Marriages. Treatises and Practice Aids <a href="#">11 Witkin Cal. Summ. 9th Husband and Wife § 57E</a> , (New) General Provisions.
Annotations (an)	NOTES OF DECISIONS In general <a href="#">1</a> <a href="#">1</a> . In general Marriage license must be obtained by parties except in special situations dealt with by statute and there must be a solemnization. <a href="#">Argonaut Ins. Co. v. Industrial Acc. Commission (App. 5 Dist. 1962) 23 Cal.Rptr. 1, 204 Cal.App.2d 805. Marriage</a> ⇐ <a href="#">12.1</a>
Citation (ci)	West's Ann. Cal. Fam. Code § 501, CA FAM § 501  Current through Ch. 729 (end) of 2005 Reg.Sess. urgency legislation & Governor's Reorganization Plans No. 1 & 2 of 2005, and all Initiative Measures Appearing on Nov. 8, 2005 ballot

## Using the Table of Contents Service

The Table of Contents (TOC) service contains the tables of contents for publications such as *Code of Federal Regulations* (CFR); USCA; *Uniform Laws Annotated*; state statutes, court rules and administrative materials; municipal codes; U.K. statutes and statutory instruments; and treatises and practice guides. The Table of Contents service allows you to view a document in the context of the sections surrounding it and to retrieve related sections.

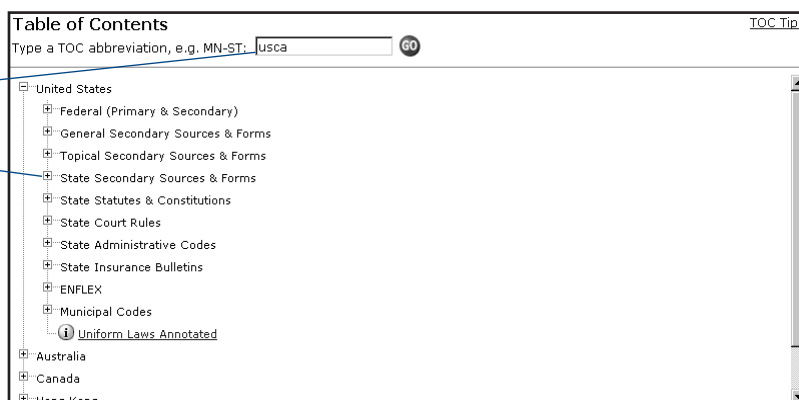
### Accessing the Table of Contents for a Publication

To access a table of contents, click **Table of Contents** on the toolbar. If you know the publication abbreviation, e.g., USCA, type it in the text box and click **GO**. If you do not know the abbreviation, click the plus and minus symbols to browse the list of available publications. To view the table of contents for a publication in the list, e.g., *United States Code Annotated*, click its hypertext link.

**Note:** You can also access the table of contents at a database Search page by clicking **Table of Contents** at the top of the page.

If you know the abbreviation for the publication whose table of contents you want to view, type its abbreviation in the text box and click **GO**.

Or click the plus and minus symbols to browse the list of publications for which a table of contents is available.

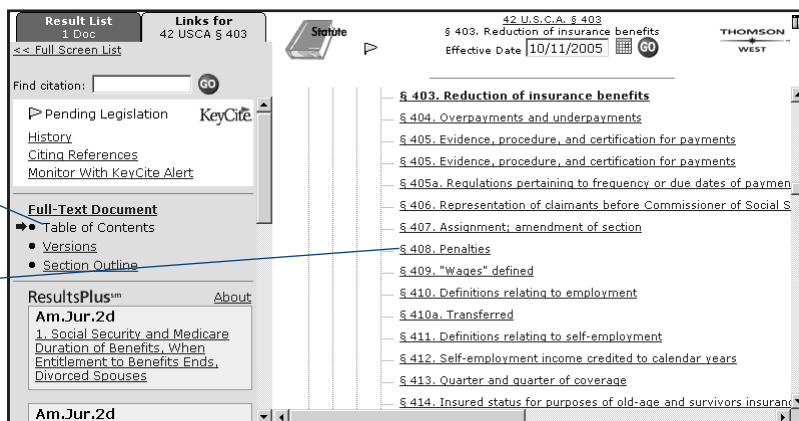


### Accessing the Table of Contents from a Document

To access a publication's table of contents while viewing a document, click **Table of Contents** on the Links tab. The portion of the table of contents that references the document and the documents surrounding it is displayed in the right frame. Click a hypertext link to view the text of a document in the Link Viewer. You can also browse the table of contents by clicking the plus and minus symbols.

Click **Table of Contents** to display the portion of the table of contents referencing the section you are viewing.

View the text of a section in the Link Viewer by clicking its hypertext link.

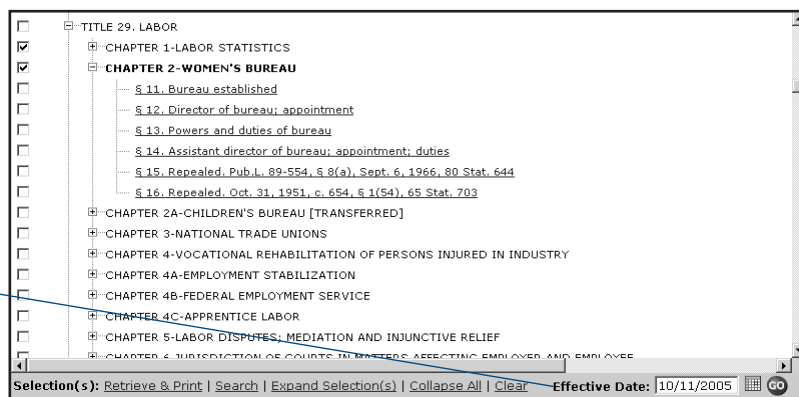


## Accessing the Table of Contents for Prior Versions of Statutes

The table of contents for the USCA and California, New York, New Jersey, and Texas statutes can be displayed as it existed on a particular date.

1. Access the table of contents for the USCA, or for California, New York, New Jersey, or Texas statutes from the Table of Contents service, a database Search page, or a displayed document.
2. Type a date in the *Effective Date* text box or select a date by clicking the **Calendar** icon, then click **GO**. The table of contents as it existed on the date you selected is displayed.

To retrieve the table of contents for the USCA as it existed on a specific date, type a date in the *Effective Date* text box or click the **Calendar** icon to select a date, then click **GO**.



## Retrieving Documents Using the Table of Contents

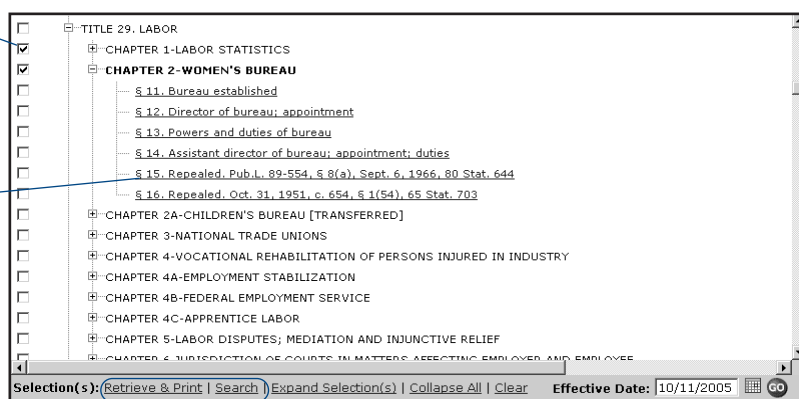
There are two ways to retrieve documents using the Table of Contents service. To retrieve a specific section of a document, click its hypertext link in the table of contents. The section is displayed in the Link Viewer.

To retrieve more than one section or whole titles, chapters, or subchapters, use the Table of Contents search feature by completing these steps:

1. While viewing the table of contents, select the check boxes next to the titles, chapters, subchapters, or sections you want to retrieve.
2. Click **Search** and go to step 3, or click **Retrieve and Print** to print the documents you selected immediately after they are retrieved.

To retrieve whole titles, chapters, or subchapters, select one or more check boxes and click **Search**. To immediately print your selections, click **Retrieve and Print**.

To view the text of a section in the Link Viewer, click its hypertext link.



3. If you clicked **Search** in step 2, your selections are listed in the *TOC selection(s)* box. Click **delete** to remove a selection from the list.
4. If you want to retrieve only those sections that contain specific terms, type a term or terms in the *Add search terms and connectors* text box. Use connectors to specify the relationship between terms. See “Formatting a Terms and Connectors Query” on page 11 for a list of connectors.
5. Click **Search** to retrieve the documents you selected.

Database: United States Code Annotated [Change Database\(s\)](#) | [Notices](#) | [Tips](#)

[Standard Search](#) | [Find by Citation](#) | **Table of Contents** | [Statutes Index](#) | [Popular Name Table](#) | [50 State Surveys](#)

Table of Contents [All TOCs](#) > **Search**

TOC selection(s):

CHAPTER 1-LABOR STATISTICS	<a href="#">delete</a>
CHAPTER 2-WOMEN'S BUREAU	<a href="#">delete</a>

Add search terms and connectors (optional):

Search sections effective on:

Type search terms to narrow your search.

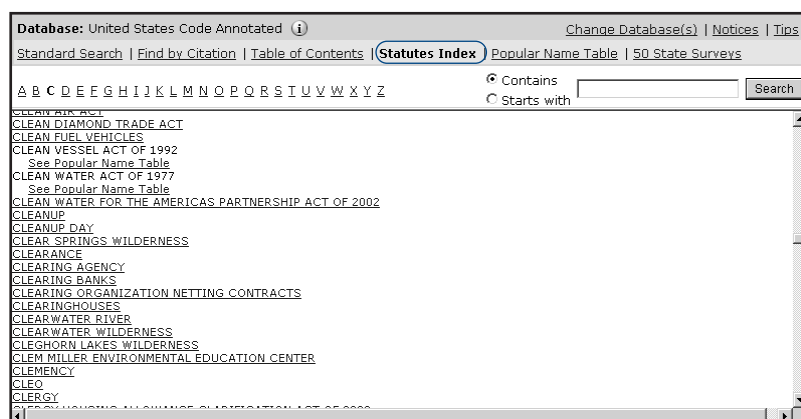
To retrieve prior versions of statute sections that were effective on a specific date, type a date in the *Search sections effective on* text box or click the **Calendar** icon to select a date.

To remove a selection, click **delete**.

## Using the Statutes Index

To browse the alphabetical index for a statutes database, click **Statutes Index** at the top of the Search page. Then click the hypertext links and the plus and minus symbols until you see a section that interests you. To view the full text of the section, click its citation. You can also search the index for specific terms by using the Search feature.

**Note:** You can also access a statutes index by choosing **Statutes Index** from the *More* drop-down list on the toolbar.

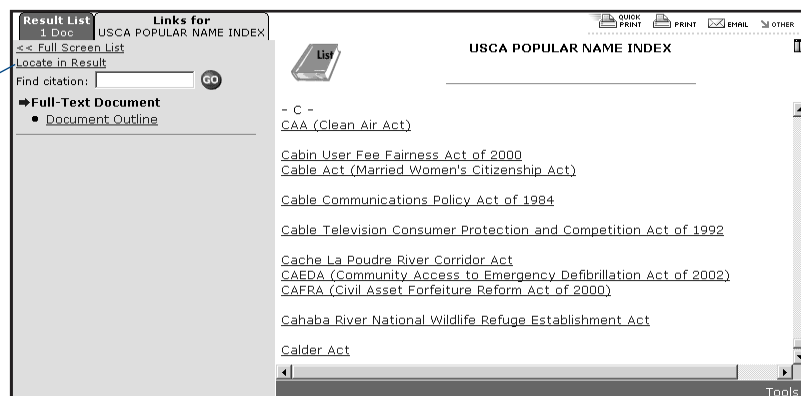


## Using the Popular Name Table

When you know the popular name of an act, you can use the Popular Name Table to retrieve all statutory sections under which the act was codified. After accessing a statutes database, click **Popular Name Table** at the top of the Search page. Then browse the alphabetical list or use the Locate feature to search for the name of the act. To see all statutory sections under which the act was codified, click the act's name.

You can also access the Popular Name Table while browsing the statutory index. Click **See Popular Name Table** under the name of an act.

Click **Locate in Result** to search for an act's name. Then click the right **Term** arrow to jump to the listing in the Popular Name Table.



## Viewing the Result List

The citations of documents retrieved by your search are displayed in the result list. In case law, statutes, regulations, analytical, law review, and selected news and business information databases, the result list includes your search terms and surrounding text for each document in a Terms and Connectors search result or the best portion of each document in a Natural Language search result.

From the result list you can edit your search, print the result list or selected documents, or link to additional resources when ResultsPlus information is displayed.

### Selecting Default Result List Options

You can change the look of the result list at the Options–Result List Display page. Choose **Options** from the *More* drop-down list on the toolbar and click the **Result List Display** arrow. You can show or hide search terms and surrounding document text or the best portion and select the number of citations to display in the result list. See “Choosing Your Research Options” on page 59 for more information.

### Using Smart Tools to Refine Your Search

Smart Tools are available for most Westlaw database searches when you use the Natural Language or Terms and Connectors search method. With Smart Tools you can

- run an alternative search when Westlaw identifies spelling, typographical, or usage errors in your search
- add related terms to your search or Locate request
- rerun your search in larger, more comprehensive databases

You can turn off Smart Tools at the Options–Search page. Choose **Options** from the *More* drop-down list on the toolbar and click the **Search** arrow. Then clear the check boxes in the *Smart Tools* section.

### Running a *Did You Mean* Search

Westlaw identifies misspellings of common terms, legal terms, and legal acronyms, as well as terms used incorrectly in a legal context, and displays a new search that you can run.

When a *Did You Mean* search is displayed, click its hypertext link to run it. If you are using transactional pricing, you will be charged for an additional search.

### Adding Related Terms

After you run a search or Locate request, legal synonyms for key terms in your search may be displayed in the *Add Related Terms* section at the top of the result list.

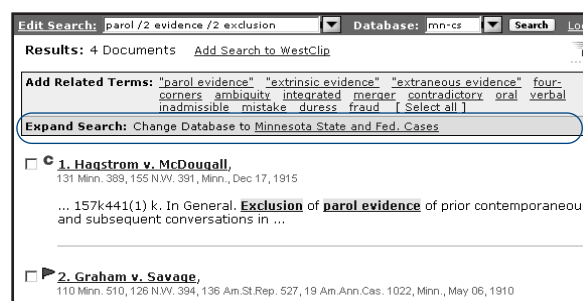
To rerun your search using one or more related terms, click a term to add it to your search, or click **Select all** to add all related terms to your search. At the Search page, notice that your search has been automatically modified to include the related terms you selected. By default, a space (the OR connector) separates related terms. Click **Search** to run the new search. If you are using transactional pricing, you will be charged for an additional search.



## Changing Databases

When a search retrieves fewer than five documents, Westlaw may suggest larger, more comprehensive databases in which to run your search in the *Expand Search* section at the top of the result list. Click a database name to display the Search page for the database.

Click **Search** to run the search in the database you selected. If you are using transactional pricing, you will be charged for an additional search.



## Editing Your Search

The current search and the database identifiers are displayed at the top of the result list, as shown below. To revise your search or to run it in a different database, click **Edit Search** or type your changes in the text boxes and click **Search**. You can also select a recent search or a recent database by clicking the arrow next to the appropriate text box.

## Using the Result Options Menu

Click **Result Options** at the bottom of the result list and choose an option from the menu that is displayed to create a WestClip entry for your current Terms and Connectors search (see “Creating a WestClip Entry for Your Current Terms and Connectors Search” on page 50 for more information), show or hide search terms and surrounding document text in Terms and Connectors search results or the best portion in Natural Language search results, view a search summary, or go to a specific item in the result list.

## Viewing the Full Text of a Document

When you click a title in the result list, the full text of the document is displayed in the right frame. The left frame contains the Result List tab and the Links tab. The Result List tab displays the result list while the Links tab displays links to related information for the current document.

## Printing the Result List or Selected Documents

To print the result list, click a print icon in the upper-right corner. To print specific documents in the result list, select the check box next to each document you want to print, then click a print icon.

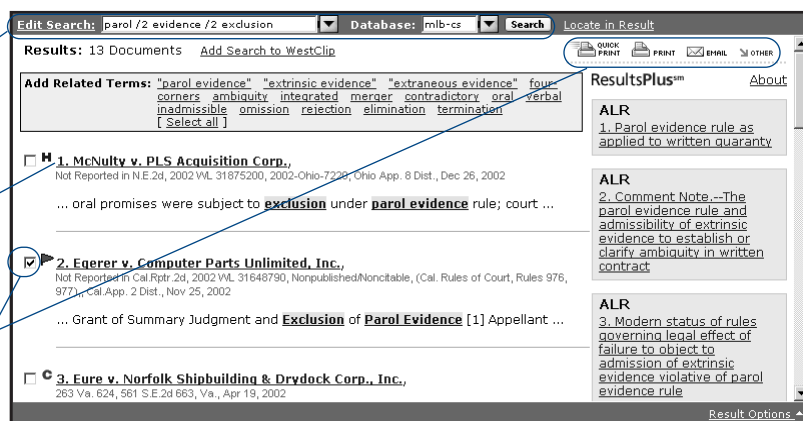
**Note:** ResultsPlus information is not printed when you print the result list.

To revise your search or to run it in a different database, click **Edit Search**, or make your changes in the text boxes and click **Search**.

You can also select a recent search or a recent database by clicking the arrow next to the appropriate text box.

Click a title in the result list to view the text of the document.

To print specific documents in the result list, select the check box next to each document you want to print, then click a print icon. (The print icons shown may vary depending on your available delivery methods.)



Click **Result Options** to create a WestClip entry for your current Terms and Connectors search, show or hide search terms and surrounding document text in Terms and Connectors search results or the best portion in Natural Language search results, view a search summary, or go to a specific item in the result list.

## Using ResultsPlus to Access Additional Resources

When you search a case law, statutes, regulations, or analytical database, Westlaw automatically creates a ResultsPlus list—a list of additional documents and West topic and key numbers that have a high statistical likelihood of matching the concepts in your search.

Based on your search and the documents retrieved, ResultsPlus may display links to documents from American Law Reports (ALR) and American Jurisprudence 2d (AMJUR) and selected law review and treatise databases, briefs, and West topic and key number references.

**Note:** West topic and key number references are not displayed for multiple-database searches.

Click a document title in the ResultsPlus list to view the full text of the document, or click a topic and key number reference to retrieve a document containing headnotes from cases classified under that topic and key number. To return to the result list, click **Full Screen List** on the Result List tab or the Links tab.

To view all ResultsPlus documents related to your search on a new page, click **See More ResultsPlus** at the bottom of the ResultsPlus list. To return to the result list, click **Return to Search Result** at the top of the ResultsPlus page.

Click **About** to view a Help file listing all treatises and law reviews that may be displayed in a ResultsPlus list.

Click a title in the ResultsPlus list to view the text of the document.

Click **See More ResultsPlus** to display a new page listing all ResultsPlus documents that are available for this search result.

The screenshot displays the Westlaw ResultsPlus interface. At the top, there is a search bar with the text "parol / 2 evidence / 2 exclusion" and a "Database: mlb-cr" dropdown. Below the search bar, it says "Results: 13 Documents" and "Add Search to WestClip".

The main list of results includes the following items:

- 1. McNulty v. PLS Acquisition Corp.,** Not Reported in N.E.2d, 2002 WL 31875200, 2002-Ohio-7220, Ohio App. 8 Dist., Dec 26, 2002. ... oral promises were subject to **exclusion** under **parol evidence** rule; court ...
- 2. Egerer v. Computer Parts Unlimited, Inc.,** Not Reported in Cal.Rptr. 2d, 2002 WL 31845790, Nonpublished/Nonstable, (Cal. Rules of Court, Rules 976, 977), Cal.App. 2 Dist., Nov 25, 2002. ... Grant of Summary Judgment and **Exclusion of Parol Evidence** [1] Appellant ...
- 3. Eure v. Norfolk Shipbuilding & Drydock Corp., Inc.,** 263 Va. 624, 581 S.E.2d 863, Va., Apr 19, 2002. ... that: (1) appellate review of **exclusion** of **parol evidence** was not ...
- 4. First Sec. Federal Sav. Bank, Inc. v. McQuillen,** 253 Va. 110, 490 S.E.2d 495, Va., Jan 10, 1997. ... agreement, challenges the trial court's **exclusion** of **parol evidence** offered to ...
- 5. Marvann Matlock a/k/a Marvann E. Stranko Matlock v. Joseph Matlock a/k/a Joseph D. Matlock,** 1984 WL 1251184, 28 Phila. Co. Rptr. 359, Pa.Com.Pl., May 25, 1994. ... testimony on the Requests for **Exclusion of Parol Evidence**, Sanctions, and ...
- 6. Beck v. American Health Group Internat., Inc.,** 211 Cal.App.3d 1595, 260 Cal.Rptr. 237, Cal.App. 2 Dist., Jul 13, 1989. ... writer used the words. The **exclusion** of **parol evidence** regarding such ...
- 7. Rainier Nat. Bank v. Inland Machinery Co.,** 29 Wash.App. 725, 631 P.2d 389, 32 UCC Rep.Serv. 287, Wash.App. Div. 3, Jun 30, 1981. ... face of the document; the **parol evidence exclusion** goes only to interpreting the ...
- 8. Mangini v. Wolffschmidt, Limited,** 165 Cal.App.2d 192, 331 P.2d 728, Cal.App. 2 Dist., Nov 17, 1950. ... whole agreement as to require **exclusion** of **parol evidence** as to ...
- 9. Universal Sales Corp. v. California Press Mfg. Co.,** 20 Cal.2d 751, 128 P.2d 665, 55 U.S.P.Q. 107, Cal., Aug 27, 1942. ... writer used the words. The **exclusion** of **parol evidence** regarding such ...
- 10. Laughlin v. Manson,** 65 Misc. 492, 120 N.Y.S. 110, N.Y.Sup.App.Term, Dec 22, 1909. ... face which would justify the **exclusion** of **parol evidence** that further ...
- 11. Dillon v. Howe,** 88 Mich. 166, 57 N.W. 102, Mich., Dec 22, 1893. ... 157k186(3) k: **Exclusion of Parol Evidence** as Inferior ...

On the right side of the interface, there is a "ResultsPlus" sidebar with the following links:

- About**
- ALR**
  - 1. Parol evidence rule as applied to written guaranty
  - 2. Comment Note--The parol evidence rule and admissibility of extrinsic evidence to establish or clarify ambiguity in written contract
  - 3. Modern status of rules governing legal effect of failure to object to admission of extrinsic evidence violative of parol evidence rule
  - 4. Admissibility of parol evidence with respect to reservations or exceptions upon conveyance of real property
- Am.Jur. Proof of Facts**
  - 5. Introduction of Evidence Over Parol Evidence Rule Objection
- Williston on Contracts**
  - 6. The Parol Evidence Rule Introduction, Applicability of Rule to Prior Written Agreements
- Fletcher Cyclopedia**
  - 7. Contract Law Applicable Circumstances Vitiating Mutual Consent, Fraud and Duress, False Promise (Promissory Fraud)
- Corpus Juris Secundum: Cancellation of Instruments; Rescission**
  - 8. Evidence and Trial, Presumptions and Burden of Proof, Fraud, Mistake, or Undue Influence--Confidential Relationship
- White & Summers' Uniform Commercial Code**
  - 9. Statute of Frauds and Parol Evidence Rule Substantive Aspects of the Parol Evidence Rule--Problems of Interpretation
- Fletcher Cyclopedia**
  - 10. Books and Records Books and Records as Evidence--Parol Evidence

At the bottom of the sidebar, there is a link that says "See More ResultsPlus".

## Browsing Documents in a Result

Documents in a search result contain highlighted search terms for easy browsing and hypertext links to cited documents. The Links tab displays KeyCite information and additional references for the document, and the Locate feature allows you to search the documents in your result for additional key terms.

### Using Navigation Features

Navigation features in a search result allow you to easily browse your full-text documents:

- Search terms are highlighted in yellow so you can quickly scan your documents. Term arrows let you view the next or previous occurrence of the search terms in your search result.
- Best sections in a Natural Language search result are highlighted in red so you can easily view the portion of each document that most closely matches the concepts in your search. Best arrows let you view the next or previous best portions in your search result.
- Document (Doc) arrows let you view the next or previous document in your search result.
- The Tools menu has options for viewing documents in sequence, going to a specific page of a print publication, restricting your display to specific fields in a document, or copying document text. The options vary depending on the type of document you are viewing.
- The **Full-Page** (🖨️) icon hides the Links tab and the Result List tab so the document is displayed in full-page view. The **Split-Page** (📄) icon shows the Links tab and the Result List tab alongside the document, as shown below.

Click the **Full-Page** icon to display the document in the right frame in full-page view.

Click **Full Screen List** to display the result list in full-page view.

Click a **Term** arrow to view the next or previous search term in your search result.

Click a **Best** arrow in a Natural Language search result to view the next or previous best portion in your search result.

Click a **Doc** arrow to view the next or previous document in your search result.

Click **Tools** and select an option from the menu that is displayed to view documents in sequence, go to a specific page of a print publication, restrict your display to specific fields in a document, or copy document text. The options vary depending on the type of document you are viewing.

## Using the Links Tab to Access Related Information

Click a link on the Links tab to display the related information in the right frame. The Links tab for a case law document may include links to KeyCite history and citing references, its Table of Authorities result, ResultsPlus documents, briefs and other court documents, and the West topic and key numbers assigned to the headnotes in the case. The Links tab for a statutes document may include links to KeyCite history and citing references, prior versions of the statute, notes of decisions, legislative history, and other materials to help you interpret the statute.

## Viewing KeyCite Information

KeyCite information, including a description of the KeyCite status flag, is displayed on the Links tab. Click **History** (or **Full History**) or **Citing References** to view the document's KeyCite result in the right frame. Click **Monitor With KeyCite Alert** to create a KeyCite Alert entry for the document. See "Checking Citations in KeyCite" on page 37 for more information about KeyCite.

## Viewing ResultsPlus Documents

When you are browsing the documents in a case law, statute, regulation, or analytical result, you may see ResultsPlus information on the Links tab in addition to the ResultsPlus information displayed next to the result list. The Links tab may list up to three ResultsPlus sources, which are related to the document you are viewing.

Click a title in the ResultsPlus list to view the full text of the document. To return to your result, click your browser's **Back** button.

Click **Full History** or **Citing References** to view the document's KeyCite result. Click **Direct History (Graphical View)** to view the direct history in a graphical format. Click **Monitor With KeyCite Alert** to create a KeyCite Alert entry for the document.

The Links tab displays all relevant links for the current document. A blue arrow indicates what information is currently displayed in the right frame.

Click a title in the ResultsPlus list to view the text of the document.

**Result List**  
20 Docs

**Links for**  
392 A.2d 353

<< Full Screen List  
Edit Search | Locate in Result

Some negative history but not overruled

Full History  
Direct History (Graphical View)  
Citing References  
Monitor With KeyCite Alert

Full-Text Document  
Case Outline

**ResultsPlus™** About

ALR  
1. Discharge for absenteeism or tardiness as affecting right to unemployment compensation

ALR  
2. Work-Related Inefficiency, Incompetence, or Negligence

**Case**

**Schappe v. Com., Unemployment Compensation Bd. of ...**  
38 Pa.Cmwlth. 249, 392 A.2d 353  
Pa.Cmwlth., 1978.  
Oct 23, 1978 (Approx. 3 pages)

West Reporter Image (PDF)

38 Pa.Cmwlth. 249, 392 A.2d 353  
Commonwealth Court of Pennsylvania.  
George SCHAPPE, Petitioner,  
v.  
COMMONWEALTH of Pennsylvania, UNEMPLOYMENT COMPENSATION BOARD OF REVIEW,  
Respondent.  
Argued Sept. 14, 1978.  
Decided Oct. 23, 1978.

Truck driver appealed from an order of Unemployment Compensation Board of Review affirming referee's decision to deny him unemployment compensation. The Commonwealth Court, No. 819 C.D. 1977, MacPhail, J., held that two **accidents** which occurred within 30 days of each other, which resulted in losses to employer of \$500 and \$700 and which were

Term Best Doc 10 of 20 Tools

## Viewing a Prior Version of a Statute

You can retrieve prior versions of statute sections, including renumbered sections, for the following jurisdictions:

- New York, California, New Jersey, and Texas, with coverage extending back to January 1, 1999
- United States, with coverage extending back to January 1, 1996

Also in these jurisdictions, you can view the date on which a future version of a statute will take effect and the date on which the current version will lapse.

After you retrieve a current statute section, complete these steps to view prior versions of the section:

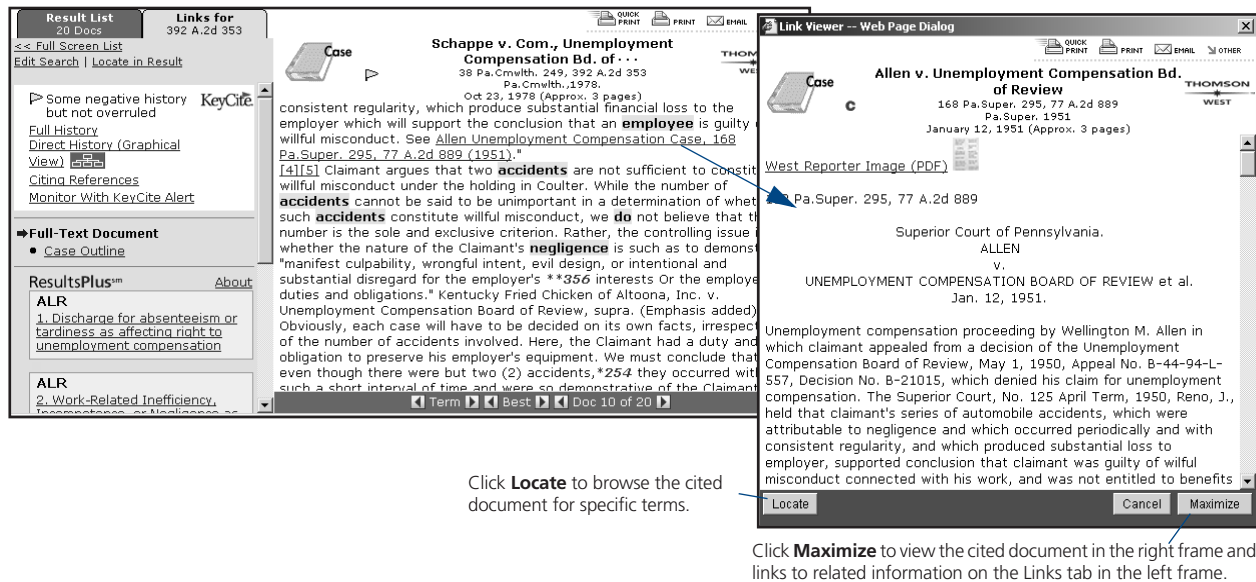
1. While the document is displayed in split-page view, click **Versions** on the Links tab. A list of prior versions is displayed.
2. Click the statute citation immediately above a particular effective date to view the full text of the section as it existed on that date.

Click the statute citation to view the text of the section as it existed on the effective date.

The screenshot shows the Westlaw interface for 42 U.S.C.A. § 403. The left sidebar contains a 'Links for' tab with a list of links: 'Pending Legislation', 'History', 'Citing References', 'Monitor With KeyCite Alert', 'Full-Text Document', 'Table of Contents', 'Versions' (circled in blue), and 'Section Outline'. Below these links is the 'ResultsPlus' section, which includes 'Am.Jur.2d' and '1. Social Security and Medicare Duration of Benefits, When Entitlement to Benefits Ends, Divorced Spouses'. The main content area on the right shows the current version of the statute, '42 U.S.C.A. § 403', with the title 'Reduction of insurance benefits' and the effective date 'Effective: April 07, 2000'. Below this, the 'Prior Versions' section is displayed, showing a list of previous versions of the statute, including 'Effective March 29, 1996 to April 06, 2000'. The citation '42 U.S.C.A. § 403' is circled in blue, and a blue arrow points from the text 'Click the statute citation to view the text of the section as it existed on the effective date.' to this citation.

## Previewing Cited Documents in the Link Viewer

Hypertext links allow you to jump from a citation in the document you are viewing to the full text of the cited document. Simply click the hypertext link, and the full text of the document is displayed in the Link Viewer. You can browse the document for particular terms using Locate and print or download the document from the Link Viewer.



## Locating Specific Terms

Locate allows you to browse the documents in your search result or a cited document displayed in the Link Viewer for particular terms, whether or not the terms appear in your original description or query.

To use Locate, complete these steps:

1. Click **Locate in Result** at the top of the Links tab, the Result List tab, or the result list. Or click **Locate** in the Link Viewer.
2. Type a Terms and Connectors query in the text box or select a search from the *Recent Searches and Locates* drop-down list.
3. Click **Search**. The first document in your search result that contains your Locate terms is displayed.
4. To view the Locate terms, which are highlighted in each document, click the **Term** arrows.

To cancel your Locate request, click **Cancel Locate**.

Locate Search Terms			
Current Database: Multistate Labor and Employment - Cases ⓘ			
Terms and Connectors			
willfull /s intent			Search
			Thesaurus
Recent Searches & Locates			
Connectors/Expanders:		Fields:	Dates:
AND &	Court: CO	Unrestricted	
OR space	Synopsis: SY	Most recent 30 days	
phrase ""	Digest: DI	Most recent 60 days	
in same sentence /s	Synopsis/Digest: SY,DI	Most recent 90 days	
in same paragraph /p	Background: BG	Year-to-date	
Double-click on a selection to add an item to your search.			

## Browsing Multiple Sections of a Statute in a Single Document

While viewing a specific section of a statute, you can click a link in the prelim field to view all sections included in the chapter, subchapter, or part containing that section. The sections will be displayed as a single document in the Link Viewer. This document will include the full text of all the sections without annotations.

Click **Maximize** in the Link Viewer to view the document in the right frame and related information on the Links tab in the left frame. The document includes links to the annotated version of each section.

The screenshot displays the Westlaw interface. On the left is a sidebar with navigation options: Result List (1 Doc), Links for (5 USCA § 8116), and a search bar. The main pane shows the document for 5 U.S.C.A. § 8116, titled "Limitations on right to receive...". The document content includes a hierarchy: United States Code Annotated Currentness, Title 5. Government Organization and Employees (Refs & Annos), Part III. Employees (Refs & Annos), Subpart G. Insurance and Annuities (Refs & Annos), Chapter 81. Compensation for Work Injuries (Refs & Annos), Subchapter I. Generally (Refs & Annos), and finally § 8116. Limitations on right to receive compensation. A blue circle highlights the link "Chapter 81. Compensation for Work Injuries (Refs & Annos)".

Below the main pane, a "Link Viewer -- Web Page Dialog" window is open. It displays the full text of the selected link, "5 USCA § 8116 Chapter 81. Compensation for Work Injuries". The content includes the title "United States Code Annotated Currentness" and the text of § 8101. Definitions, which defines "employee" as (A) a civil officer or employee in any branch of the Government of the United States, and (B) an individual rendering personal service to the United States.

At the bottom of the Link Viewer window are buttons for "Locate", "Cancel", and "Maximize".

Click a link to view all sections included in the chapter or subchapter in a single document.

## Using Westlaw Profiler

Available exclusively in westlaw.com, Westlaw Profiler provides you with profiles of attorneys, judges, and expert witnesses, and a list of published cases, jury trials, and settlements in which they have participated, as well as briefs and articles they have written.

### Accessing Profiles

To access the profile of an attorney, judge, or expert witness, click his or her name in a document.

### Searching for Profiles

To search for a profile of an attorney, judge, or expert witness, complete these steps:

1. Choose **Profiler** from the *More* drop-down list on the toolbar.
2. In the *Profiler-Expert* or *Profiler-Attorney or Judge* text box in the left frame, type a name, e.g., **gerry spence**, and select a state, if desired, from the corresponding drop-down list. Then click **GO**.
3. Click a number in the result list to display the profile.
4. Under *Profiler References* on the Links tab, click a link to view a list of jury verdict and settlement summaries, appellate briefs, cases, or law review and journal articles associated with the attorney, judge, or expert witness. Or click **Profiler References** to view a list of all documents.

To view the full text of a document in the Link Viewer, click the number to the left of its citation.

The screenshot displays the Westlaw Profiler interface. On the left, there are two search sections: "Profiler - Expert:" and "Profiler - Attorney or Judge:". The "Profiler - Attorney or Judge:" section shows a search for "gerry spence" with "All States" selected. The main area shows a "Result List" with one document, "Spence, Gerry L.". The "Links for" section lists "Full-Text Document" and "Add to Profiler Alert". The "Profiler References (25)" section lists "Verdict and Settlement Summaries", "Appellate Briefs", "Cases", and "Law Reviews & Journals". The right side shows the profile for "Spence, Gerry L.", including contact information and a list of references. The "Verdict and Settlement Summaries" section lists three items, with the first item being "TITLE: GLORIA A. MARTINEZ, INDIVIDUALLY AND AS WIFE AND GUARDIAN AND CONSERVATOR OF THE ESTATE OF EFREN MARTINEZ, AN INCOMPETENT PERSON, AND AS NATURAL PARENT AND A/N/F OF MARCUS J. MARTINEZ, A MINOR, AND AN, 1998 WL 34050114, Verdict/Settlement: Jul 27, 1998". The "Appellate Briefs" section lists two items, with the first being "Lewis COLQUITT, Appellant/Defendant, v. Linda ROWLAND, Appellee/Plaintiff., (Jun 13, 1995), Ga.". The "Cases" section lists one item, "UNITED STATES OF AMERICA, Plaintiff-Appellee. v. Randall C. ...".

Click a link to view a list of jury verdict and settlement summaries, appellate briefs, cases, or law review and journal articles associated with the individual.

Click **Add to Profiler Alert** to quickly create an entry that notifies you when new references are added to the individual's profile.

Click a number to view the full text of a Profiler reference in the Link Viewer.

Click **Profiler Limits** to restrict the display of Profiler references by Locate term, date, or document type.



## Accessing Profiler Databases

To access a Profiler database—Profiles of Attorneys and Judges (PROFILER-WLD), Profiles of Expert Witnesses (PROFILER-EW), or Profiles of Attorneys, Judges, and Expert Witnesses (PROFILER-ALL)—type its database identifier in the *Search these databases* text box and click **GO**.

## Monitoring Profiles with Profiler Alert

Profiler Alert is a service that monitors an attorney's, judge's, or expert witness' profile and notifies you when new references are added to it.

### Selecting Default Profiler Alert Options

You can save time by selecting the default delivery destination for your Profiler Alert entries at the Options–Alerts page. Choose **Options** from the *More* drop-down list on the toolbar and click the **Alerts** arrow. See “Choosing Your Research Options” on page 59 for more information.

### Creating a Profiler Alert Entry for the Profile You Are Viewing

To set up a Profiler Alert entry for the profile you are viewing, complete these steps:

1. Click **Add to Profiler Alert** on the Links tab. The Profiler Alert: Complete Profile Entry page is displayed, as shown below.
2. Under *Entry Details*, type a name for the entry, if desired, in the *Name of alert* text box.
3. The client identifier for the current research session is automatically displayed in the *Client ID* text box. Type a new client identifier to assign this entry to another client.
4. If you want your entry to retrieve only documents that contain specific terms, type those terms in the *Additional search terms* text box.
5. If you do not want your entry to monitor all document types, clear the check boxes next to the document types in the *Include* list that you do not want monitored.
6. Click **Edit** to change one or more delivery settings.
7. Click **Save** to save the entry in the Profiler Alert Directory. To view or change the entry, click the number next to the entry name in the directory.

Type a name for the entry in the *Name of alert* text box (optional, maximum of 10 characters).

Type a new client identifier in the *Client ID* text box to assign this entry to another client.

If you want your entry to retrieve only documents that contain specific terms, type the terms in the *Additional search terms* text box.

Select the documents to be monitored by your entry. At least one check box must be selected.

Click **Edit** to change one or more delivery settings.

**Profiler Alert: Complete Profile Entry** (i) Create Entry | Directory | Tips

Entry Details	Delivery Settings
Name of alert: <input type="text"/>	Frequency: Daily
Client ID: <input type="text" value="JJ"/>	Destination: E-mail
Name: <input type="text" value="Spence, Gerry L."/>	Limits: 50 maximum documents per result
Additional search terms: <input type="text"/> (optional)	Results: Inform me of no results Cite list only
Include:	Date created: 11/09/2005
<input checked="" type="checkbox"/> Dockets	Last run date: No last run date
<input checked="" type="checkbox"/> Trial Depositions and Discovery	End date: 11/09/2006
<input checked="" type="checkbox"/> Verdict and Settlement Summaries	
<input checked="" type="checkbox"/> Appellate Petitions, Motions and Filings	
<input checked="" type="checkbox"/> Appellate Briefs	
<input checked="" type="checkbox"/> Joint Appendices	
<input checked="" type="checkbox"/> Oral Arguments	
<input checked="" type="checkbox"/> Cases	
<input checked="" type="checkbox"/> CLE's	
<input checked="" type="checkbox"/> Law Reviews & Journals	
<input checked="" type="checkbox"/> WLD Articles	
<input checked="" type="checkbox"/> Andrews	
<input checked="" type="checkbox"/> Directories	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	<input type="button" value="Edit"/>

### Creating a Profiler Alert Entry for Any Profile

To create a Profiler Alert entry, complete these steps:

1. Choose **Profiler Alert** from the *More* drop-down list on the toolbar.
2. Click **Create Entry**.
3. Type a name, e.g., **gerry spence**, in the *First and last name* text box.
4. Select a state, if desired, from the *State of residence* drop-down list.
5. Click **Continue**. A list of names matching your request is displayed.
6. Click the number next to the name of the person you want to monitor. Then complete the Profiler Alert: Complete Profile Entry page, as shown above.
7. Click **Save** to save the entry in the Profiler Alert Directory.

### Managing Entries in the Profiler Alert Directory

Profiler Alert entries are saved in the Profiler Alert Directory. To access the directory, choose **Profiler Alert** from the *More* drop-down list. All entries are displayed in the order you saved them.

Use the Profiler Alert Directory to manage your entries:

- To modify an entry, click the number next to the name of the entry.
- To remove an entry from the directory, click **Delete** next to the entry.

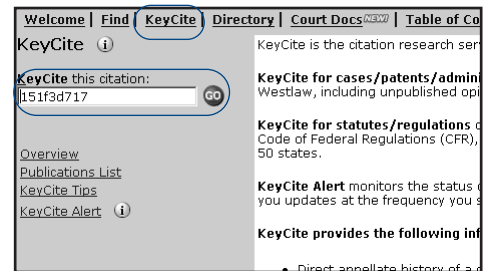
## Checking Citations in KeyCite

You can use KeyCite, the citation research service from West, to help you determine whether a case, statute, administrative decision, or regulation is good law and to retrieve citing references. KeyCite covers every case in West's National Reporter System, more than 1 million unpublished cases, administrative decisions from selected state and federal agencies, the USCA, the CFR, statutes from all 50 states, and regulations from selected states. KeyCite also covers *American Law Reports* (ALR), hundreds of law reviews, and patents issued by the U.S. Patent and Trademark Office. For an in-depth discussion of KeyCite, download a free copy of *Using KeyCite in westlaw.com*, Material #40433345, at [west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides).

### Accessing KeyCite

Access KeyCite using one of the following methods:

- Type a citation in the *KeyCite this citation* text box at the tabbed Westlaw page and click GO.
- Click **KeyCite** on the toolbar to display the KeyCite page. Then type a citation in the *KeyCite this citation* text box and click GO.
- Click the KeyCite status flag in a document or next to a document's citation.
- Click **History** (or **Full History**) or **Citing References** on the Links tab.



### KeyCite Status Flags

A KeyCite status flag in a document or next to a document's citation lets you immediately know the status of the case, administrative decision, statute, regulation, or patent.

#### Red Flag

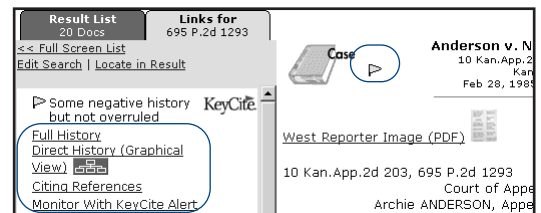
A **red flag** indicates that the

- case or administrative decision is no longer good law for at least one of the points of law it contains.
- statute or regulation has been amended by a recent session law or rule, repealed, superseded, or held unconstitutional or preempted in whole or in part.
- patent has been held to be invalid in whole or in part, both invalid and not infringed, or unenforceable due to the patentee's inequitable conduct.

#### Yellow Flag

A **yellow flag** indicates that the

- case or administrative decision has some negative history but hasn't been reversed or overruled.
- statute has been renumbered or transferred by a recent session law; that an uncodified session law or pending legislation affecting the statute is available (statutes merely referenced, i.e., mentioned, are not marked with a yellow flag); that the regulation has been reinstated, corrected, or confirmed; that the statute or regulation was limited on constitutional or preemption grounds or its validity was otherwise called into doubt; or that a prior version of the statute or regulation received negative treatment from a court.
- patent has been held to be not infringed or both valid and not infringed.



## Blue H

A **blue H** indicates that the

- case or administrative decision has some history.
- patent has been held to be infringed, valid in whole or in part, or both valid and infringed or that the meaning of terms within the patent have been construed.

## Green C

A **green C** indicates that the

- case or administrative decision has citing references but no direct history or negative citing references.
- statute or regulation has citing references.
- patent has citing references.

## Selecting Default KeyCite Options

Select the default display for your KeyCite results at the Options–KeyCite page. Choose **Options** from the *More* drop-down list on the toolbar and click the **KeyCite** arrow. See “Choosing Your Research Options” on page 59 for more information.

## Viewing the History of a Case

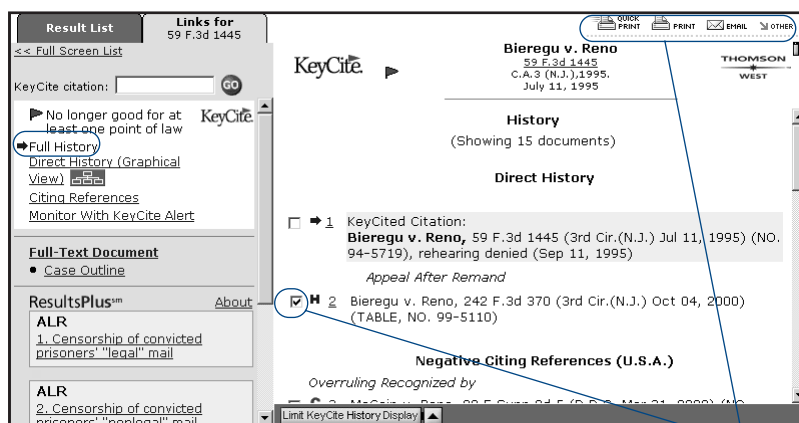
To view the history of a displayed case, click **Full History** on the Links tab. The case history is displayed in the right frame.

Case history is divided into the following categories:

- **Direct History** traces your case through the appellate process and includes both prior and subsequent history.
- **Negative Citing References** lists cases outside the direct appellate line that may have a negative impact on the precedential value of your case.
- **Related References** lists cases that involve the same parties and facts as your case, whether or not the legal issues are the same.

Case history also includes links to related court documents, such as briefs, petitions, motions, and filings.

To print the full text of documents in the result, select the check box next to each document you want to print and click a print icon.



To print the full text of a document, select the check box next to the document and click a print icon.  
(The print icons shown may vary depending on your available delivery methods.)

## Displaying the Direct History of a Case in Graphical View

The direct history of a case can be displayed in an easy-to-read graphical view that shows each court decision at the appropriate trial or appellate level (U.S. Supreme Court, State High Court, Intermediate Court, or Trial Court). Arrows further clarify the route of the case through the courts.

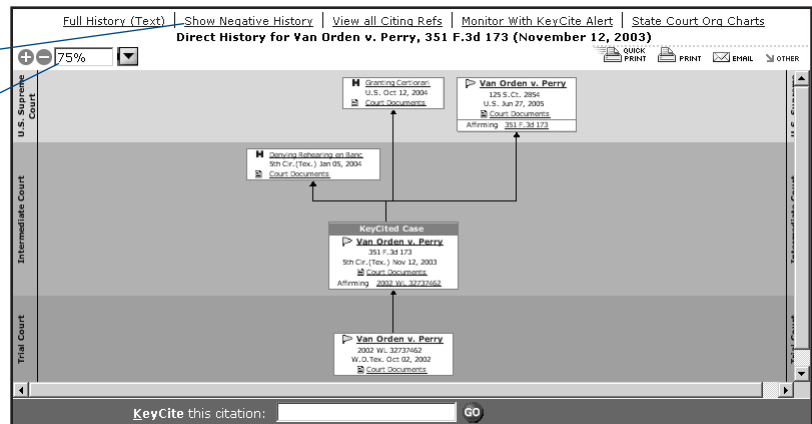
To display the graphical view of direct history, click **Direct History (Graphical View)** on the Links tab while viewing a case or its KeyCite result. To print the graphical view of direct history, click a print icon.

- To increase or decrease the size of all boxes, change the percentage in the drop-down list in the upper-left corner.
- To enlarge a single box, move your pointer over the box.
- To view the full text of a case, click its title in the box.
- To view related court documents, such as motions, pleadings, and briefs, click **Court Documents** in the box.

Click **Show Negative History** at the top of the graphical view to display only negative history. To display the text version of the full KeyCite history, click **Full History (Text)**.

Click **Show Negative History** to view only negative history for the case.

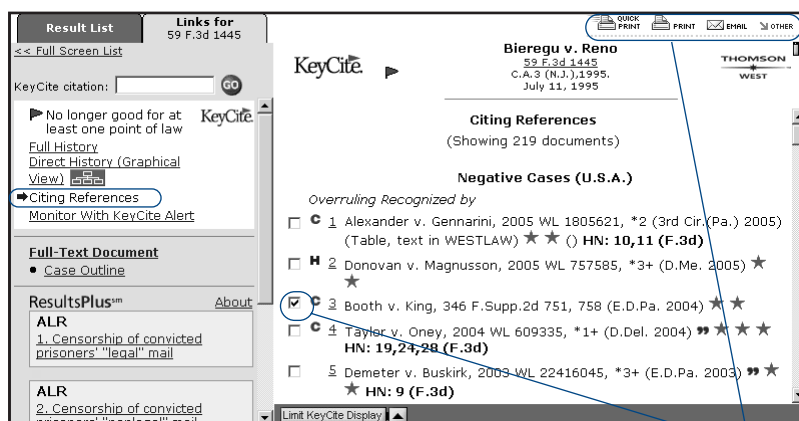
To increase or decrease the size of the boxes, change the percentage.



## Viewing Citing References for a Case

To view a list of cases, administrative materials, secondary sources, and briefs and other court documents that cite your case, click **Citing References** on the Links tab. Negative citing cases are listed first; the remaining cases are listed according to depth of treatment they give your case. Secondary sources and briefs and other court documents are listed last.

To print the full text of citing documents, select the check box next to each document you want to print and click a print icon.



To print the full text of a citing reference, select the check box next to the document and click a print icon.  
(The print icons shown may vary depending on your available delivery methods.)

## Depth of Treatment Stars

Depth of treatment stars in your KeyCite result show the extent to which the citing document discusses your case, based on these categories:

- ★★★★ Examined The citing document contains an extended discussion of the cited case, usually more than a printed page of text.
- ★★★ Discussed The citing document contains a substantial discussion of the cited case, usually more than a paragraph but less than a printed page.
- ★★ Cited The citing document contains some discussion of the cited case, usually less than a paragraph.
- ★ Mentioned The citing document contains a brief reference to the cited case, usually in a string citation.

## KeyCite Quotation Marks

Quotation marks ( " ) in your KeyCite result indicate that the citing document directly quotes the cited case.

## Restricting Citing References for a Case

To restrict the list of citing references, complete these steps:

1. Click **Limit KeyCite Display** at the bottom of the KeyCite citing references result. Alternatively, click the arrow next to *Limit KeyCite Display* and choose a restriction from the menu that is displayed. The KeyCite Limits page is displayed. Click the arrows in the left frame to restrict the list of citing references by headnote, Locate terms, jurisdiction, date, document type, or depth of treatment category.
2. Click **Apply** to display the list of citing references with the restrictions you specified.

To cancel your restrictions and display all citing references, click **Cancel Limits** at the bottom of the KeyCite citing references result.

The screenshot displays the KeyCite interface for the case **Bieregu v. Reno**, 59 F.3d 1445 (C.A.3 (N.J.), 1995, July 11, 1995). The main window shows the 'Citing References' section with 219 documents. Below this, 'Negative Cases (U.S.A.)' are listed, including *Alexander v. Gennarini*, *Donovan v. Magnusson*, *Booth v. King*, *Taylor v. Oney*, and *Demeter v. Buskirk*. A blue arrow points from the 'Limit KeyCite Display' button at the bottom of the citing references list to the 'KeyCite Limits' dialog box.

The 'KeyCite Limits' dialog box is open, showing the 'Headnotes' section. It lists 50 headnotes and allows for selection of specific headnotes to restrict the citing references. The 'Headnote views' section shows a list of headnotes with their corresponding counts: (0), (1), (2), (3), (4), (6), (8), (9), (12), (15), (16), (21), and (23). The 'Apply' button is visible at the bottom of the dialog box.

## Using KeyCite Notes to View Citing References for a Case

Use KeyCite Notes to move directly from a displayed case to its KeyCite result, limited to citing references that discuss the legal issue summarized in a particular headnote.

From a displayed case, complete these steps:

1. Click **KeyCite Notes** in a headnote classification hierarchy in the case. A list of the types of citing references is displayed. Each type of citing reference is followed by a number that indicates how many documents of that type discuss the legal issue summarized in the headnote.

The screenshot displays the Westlaw interface for the case **Christopher v. Cutter Laboratories**, 53 F.3d 1184, C.A.11 (Fla.), 1995, dated June 02, 1995. The interface includes a sidebar with navigation options like **Result List**, **Links for**, **Full History**, **Direct History**, **Citing References**, and **Monitor With KeyCite Alert**. The main content area shows the case details and a list of citing references for Headnote 6. A blue arrow points to the **[6] KeyCite Notes** link. Below this, a section titled **KeyCite Citing References for Headnote 6: 53 F.3d 1184** provides a search filter and a list of citing references categorized by type (Cases, Court Documents, Administrative Decisions, Administrative Registers, Treatises & Encyclopedias, Law Reviews & Journals).

**Case:** Christopher v. Cutter Laboratories  
53 F.3d 1184  
C.A.11 (Fla.), 1995  
June 02, 1995 (Approx. 16 pages)

**KeyCite Citing References for Headnote 6: 53 F.3d 1184**  
Click any box to select items to search, then click **Go**.

Select All Clear All

- ☐ Cases [3]
- ☐ Court Documents [1]
  - Administrative Decisions [0]
  - Administrative Registers [0]
- ☐ Treatises & Encyclopedias [2]
- ☐ Law Reviews & Journals [1]

**Text of Headnote 6: 53 F.3d 1184**  
 ◊=313Ak15 Proximate cause and foreseeable injury; intended or foreseeable use.  
 To establish prima facie case of proximate cause under Florida products liability law, plaintiffs must show that it is more likely than not that defendant's act was substantial factor in bringing about injury.

2. Click the plus and minus symbols to browse the list. Select the check boxes next to the citing references you want to view.
3. Click **GO**. The citing references are displayed in the right frame.

To display the full list of citing references, click **Cancel KC Notes** at the bottom of the page.



## Viewing the History of a Statute

Statute history lists cases (added to Westlaw after January 15, 2001) affecting the validity of a statute plus legislation affecting the statute. Legislation is divided into the following categories:

- **Updating Documents** lists citations to recent session laws that amend or repeal the section.
- **Pending Legislation** lists citations to pending bills that reference the section.
- **Credits** lists in chronological order the citations to session laws that have enacted, amended, or renumbered the section.
- **Historical and Statutory Notes** describes the legislative changes affecting the section.

To view the history of a displayed statute, click **History** on the Links tab.

The screenshot shows the Westlaw KeyCite interface for 18 U.S.C.A. § 3501. The left sidebar has a 'Links for 18 USCA § 3501' section with a 'History' link highlighted. The main content area displays the statute text and a list of cases that have affected its validity. The cases are categorized as 'Held Unconstitutional by' and 'Recognized as Unconstitutional by'.

**18 U.S.C.A. § 3501**  
§ 3501. Admissibility of confessions

18 U.S.C.A. § 3501

To view the full text of this section, click on the following citation. [18 USCA § 3501](#)

**Held Unconstitutional by**

- 1 Dickerson v. U.S., [120 S.Ct. 2326](#), 2327+, 428+, 405+, 4566+, 5091+, 6789+, 3855+, 488+ (U.S.Va. Jun 26, 2000) (NO. 99-5525)

**Recognized as Unconstitutional by**

- 2 U.S. v. Lafferty, [372 F.Supp.2d 446](#), 449+ (W.D.Pa. Jun 06, 2005) (NO. CRIM. 04-07-02J)
- 3 Missouri v. Seibert, [124 S.Ct. 2601](#), 2602+, 600+, 643+, 4634+, 5688+, 7795+, 476+ (U.S.Mo. Jun 28, 2004) (NO. 02-1371)
- 4 State v. Larsen, [637 N.W.2d 315](#), 316+ (Minn App. Dec 26, 2001)

## Viewing Citing References for a Statute

To view a list of documents that cite your statute, click **Citing References** on the Links tab. Documents are listed in the following order: cases that have affected the validity of a section, cases from USCA and state statute notes of decisions, cases that are not included in notes of decisions, administrative decisions, *Federal Register* documents, secondary sources, briefs and other court documents, statutes and court rules, and administrative codes.

The screenshot shows the Westlaw KeyCite interface for 18 U.S.C.A. § 3501. The left sidebar has a 'Links for 18 USCA § 3501' section with a 'Citing References' link highlighted. The main content area displays a list of documents that cite the statute, categorized as 'Held Unconstitutional by' and 'Recognized as Unconstitutional by'.

**18 U.S.C.A. § 3501**  
§ 3501. Admissibility of confessions

**Citing References**  
(Showing 2132 documents)

**Held Unconstitutional by**

- ☐ 1 Dickerson v. U.S., [120 S.Ct. 2326](#), 2327+, 530 U.S. 428, 428+, 147 L.Ed.2d 405, 405+, 68 USLW 4566, 4566+, 00 Cal. Daily Op. Serv. 5091, 5091+, 2000 Daily Journal D.A.R. 6789, 6789+, 2000 C.J. C.A.R. 3855, 3855+, 13 Fla. L. Weekly Fed. S 488, 488+ (U.S.Va. Jun 26, 2000) (NO. 99-5525)

**Recognized as Unconstitutional by**

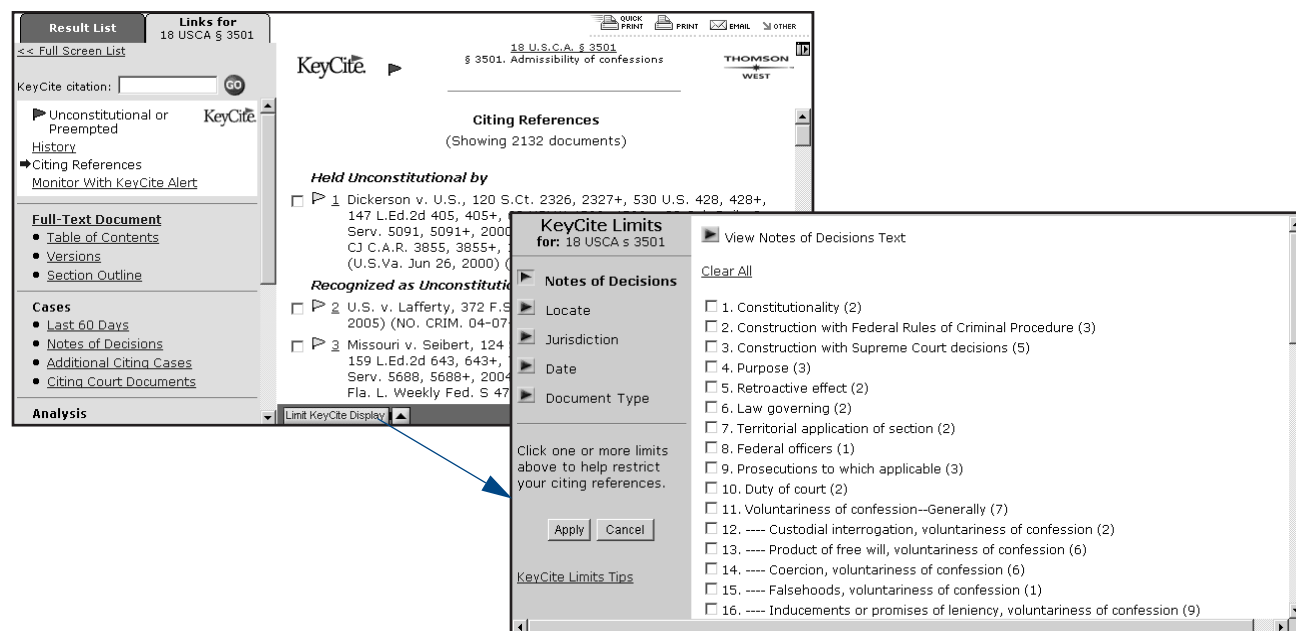
- ☐ 2 U.S. v. Lafferty, [372 F.Supp.2d 446](#), 449+ (W.D.Pa. Jun 06, 2005) (NO. CRIM. 04-07-02J)
- ☐ 3 Missouri v. Seibert, [124 S.Ct. 2601](#), 2602+, 542 U.S. 600, 600+, 159 L.Ed.2d 643, 643+, 72 USLW 4634, 4634+, 04 Cal. Daily Op. Serv. 5688, 5688+, 2004 Daily Journal D.A.R. 7795, 7795+, 17 Fla. L. Weekly Fed. S 476, 476+ (U.S.Mo. Jun 28, 2004) (NO. 02-

## Restricting Citing References for a Statute

To restrict the list of citing references, complete these steps:

1. Click **Limit KeyCite Display** at the bottom of the KeyCite citing references result. Alternatively, click the arrow next to *Limit KeyCite Display* and choose a restriction from the menu that is displayed. The KeyCite Limits page is displayed. Click the arrows in the left frame to restrict the list of citing references by notes of decisions, Locate terms, jurisdiction, date, or document type.
2. Click **Apply** to display the list of citing references with the restrictions you specified.

To cancel your restrictions and display all citing references, click **Cancel Limits** at the bottom of the KeyCite citing references result.



## Monitoring Citations with KeyCite Alert

KeyCite Alert is a service that automatically monitors the status of your cases, statutes, administrative decisions, and regulations and sends you updates when their KeyCite results change, providing you with the most current KeyCite information for your research.

### Selecting Default KeyCite Alert Options

Select the type of history to be retrieved and specify a default frequency and delivery destination for your KeyCite Alert entries at the Options–KeyCite Alert page. Choose **Options** from the *More* drop-down list on the toolbar and click the **Alerts** arrow. See “Choosing Your Research Options” on page 59 for more information.

### Creating a KeyCite Alert Entry Using the Wizard

The quickest way to set up KeyCite Alert entries is to use the KeyCite Alert wizard. Choose **KeyCite Alert** from the *More* drop-down list on the toolbar, then click **Entry Wizard**.

Type the citation of the document you want to monitor. The wizard will ask you the necessary questions to complete your KeyCite Alert entry.

### Creating a KeyCite Alert Entry for the Document You Are Viewing

To create a KeyCite Alert entry for the document you are viewing, click **Monitor With KeyCite Alert** on the Links tab. The citation of the document displayed in the right frame is automatically added to the KeyCite Alert wizard. The wizard will ask you the necessary questions to complete your KeyCite Alert entry.

### Creating a KeyCite Alert Entry for Any Document

You can also create a KeyCite Alert entry by completing these steps:

1. Choose **KeyCite Alert** from the *More* drop-down list on the toolbar, then click **Create Entry**.
2. Type the citation of the document you want to monitor in the *Citation* text box and click **GO**.
3. Complete the KeyCite Alert: Create Entry page, as shown below. Click **Edit** next to *Delivery Settings* to change one or more of the delivery settings listed on the right side of the page.
4. Click **Save** to add your entry to the KeyCite Alert Directory.

You can type a new client identifier to be used when this KeyCite Alert entry is run.

Select the type of history you want to monitor.

Clear the **Include citing references in result** check box to exclude citing references from your result.

If you are including citing references in your result, click **Limit Citing Refs** to restrict the list of citing references.

Click **Edit** to change the frequency and destination for the results.

Keeping Track of Your KeyCite Alert Entries

KeyCite Alert entries are saved in the KeyCite Alert Directory. To access the directory, choose **KeyCite Alert** from the *More* drop-down list. All entries are displayed in the order you saved them.

Use the KeyCite Alert Directory to manage your entries:

- To modify an entry, click the name of the entry.
- To remove an entry from the directory, click **Delete**.

Click **Create Entry** to create a KeyCite Alert entry manually.

Click **Entry Wizard** to use the wizard to create a KeyCite Alert entry.

Click the alert name to modify the KeyCite Alert entry.

KeyCite Alert: Directory ⓘ

Create Entry | Entry Wizard | **Directory** | Tips

Citing reference limits are now available for court documents. To add these limits to an entry, click its name. Under *Entry Details*, click **Limit Citing Refs**, and then click the **Document Type** arrow in the left frame.

Alert Name	Citation	Doc Name	Next Run Date	End Date	
1. 56 F.3d 151	56 F.3d 151		10/27/2005	no end date	Delete
2. 16 USCA s 1544	16 USCA s 1544		10/30/2005	no end date	Delete
3. 122 Cal.Rptr. 745	122 Cal.Rptr. 745		10/27/2005	no end date	Delete
4. 42 USCA s 403	42 USCA s 403		10/27/2005	no end date	Delete
5. 22 USCA s 2151b	22 USCA s 2151b		10/30/2005	06/30/2006	Delete
6. 59 F.3d 1445	59 F.3d 1445		10/19/2005	no end date	Delete
7. 105 S.Ct. 1005	105 S.Ct. 1005		10/19/2005	no end date	Delete
8. 100 S.Ct. 1	100 S.Ct. 1		10/19/2005	no end date	Delete
9. 109 S.Ct. 2261	109 S.Ct. 2261		10/19/2005	no end date	Delete

Click **Delete** to remove an entry from the directory.

## Retrieving Cited Cases Using the Table of Authorities

Whereas KeyCite lists citing cases (other cases that cite your case), the Table of Authorities (TOA) service lists cited cases (other cases cited by your case). The Table of Authorities is a useful tool for finding hidden weaknesses in a case by showing whether the cases on which it relies have significant negative history. The Table of Authorities service is also available for all annotations, law review articles, and selected administrative decisions.

To access the Table of Authorities while viewing a case, click **Table of Authorities** on the Links tab. You can also choose **Table of Authorities** from the *More* drop-down list on the toolbar, type a case citation in the *Enter citation* text box, and click **GO**.

The Table of Authorities

- lists each document cited by a case. To view the full text of a cited case in the Link Viewer, click the number next to its title.
- displays depth of treatment stars for each cited case, which indicate the extent to which the citing case discusses the cited case.
- displays KeyCite status flags for cited cases.
- displays quotation marks when the citing case directly quotes the cited case.

Click the number preceding the citation of a cited case to browse its full text in the Link Viewer.

Quotation marks indicate that the citing case directly quotes the cited case.

Click the page number to display the page of the citing case on which a reference to the cited case first appears.

Depth of treatment stars in your Table of Authorities result show the extent to which the citing case discusses the cited case, based on these categories:

- |      |                  |  |
|------|------------------|--|
| ★★★★ | <b>Examined</b>  | The citing case contains an extended discussion of the cited case, usually more than a printed page of text.                     |
| ★★★  | <b>Discussed</b> | The citing case contains a substantial discussion of the cited case, usually more than a paragraph but less than a printed page. |
| ★★   | <b>Cited</b>     | The citing case contains some discussion of the cited case, usually less than a paragraph.                                       |
| ★    | <b>Mentioned</b> | The citing case contains a brief reference to the cited case, usually in a string citation.                                      |

## Clipping Documents

WestClip is a clipping service that will run your Terms and Connectors searches on a regular basis and deliver the results to you automatically. You can also use WestClip to save your favorite Terms and Connectors queries to run at a later date. WestClip makes it easy for you to stay up-to-date on news and legal developments that could affect your clients.

**Note:** WestClip entries cannot be created for Natural Language searches or searches created by KeySearch.

For an in-depth discussion of WestClip, download a free copy of *Using WestClip in westlaw.com*, Material #40364519, at [west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides).

### Selecting Default WestClip Options

Select default settings for your WestClip entries at the Options–WestClip page. Choose **Options** from the *More* drop-down list on the toolbar and click the **WestClip** arrow. See “Choosing Your Research Options” on page 59 for more information.

### Creating a WestClip Entry

To create a WestClip entry, complete these steps:

1. Choose **WestClip** from the *More* drop-down list on the toolbar. The WestClip page is displayed.
2. Click **Create Entry**.
3. Under *Entry Details*, type a name for the entry, if desired, in the *Name of clip* text box.
4. The client identifier for the current research session is automatically displayed in the *Client ID* text box. Type a new client identifier to assign this entry to another client.
5. Type up to 10 database identifiers in the *Database(s)* text box, separated by commas. Or click **Find a Database** to select up to 10 databases using a wizard.
6. Type a Terms and Connectors search in the *Query* text box. If you need help entering a search, click **Full Search Editor** to view a page containing a list of connectors and field restrictions, a link to the Westlaw thesaurus, and a list of searches you have recently run.
7. Documents in NewsRoom databases are assigned preferred search terms by West attorney-editors called *SmartTerms*. Click **Limit Your News Search using SmartTerms** to view a list of SmartTerms, organized by industry, subject, location, and company that you can use to narrow your WestClip search. For more information about using SmartTerms, click the **Help** icon ( ? ) on the WestClip: Create Entry page.

Type a name for the entry (optional, maximum of 10 characters).

Type up to 10 database identifiers separated by commas in the *Database(s)* text box, or click **Find a Database** to have a wizard help you enter the identifiers.

Click **Full Search Editor** to view a list of connectors and field restrictions that you can use in your search.

Click **Edit** to change one or more delivery settings.

**WestClip: Create Entry (1)** Create Entry | Directory | Tips

**Entry Details**

Complete each item below:

Name of clip:

Client ID:

Database(s):  [Find a Database](#)

Separate multiple databases with a comma (,)

Query:  [Full Search Editor](#)

[Limit Your News Search using SmartTerms](#) ? [Help](#)

**Delivery Settings** [Edit](#)

Frequency: Weekly

Destination: E-mail

Limits: Maximum lines per result: 5000

Result format: Enhanced Cite List

Results: No notification

Date created: 08/13/2003

Last run date: 06/09/2005

End date: 10/18/2006

8. View the delivery settings on the right side of the page. Click **Edit** to change one or more settings.

Select an option from the *Frequency* drop-down list to create an entry that is run continuously, daily, every weekday, weekly, biweekly, monthly, or on a specified date (upon request). You can also create an entry that is not run automatically by selecting the **Save** frequency. Frequency options vary by database.

Select a destination for your results from the *Destination* drop-down list. To modify the destination settings, e.g., the e-mail address for the *E-mail* destination, click **Properties**.

If you are monitoring a news and business database, select the **Identify duplicate documents** check box to identify retrieved documents dated within six weeks of each other that have nearly the same content.

*Database Default* displays retrieved documents in reverse chronological order or the order in which they were published, depending on the database. *Terms* displays retrieved documents according to the number of concepts or search terms in each document, from the document with the most terms or concepts to the document with the fewest.

To narrow the size of your search results, type the maximum number of documents (or lines, depending on your default settings) to be retrieved.

You can add a date restriction to the Terms and Connectors query. Limit results to documents whose publication date is no older than a specific number of days or to documents that have been added to Westlaw after the date you specify.

The next run date is automatically determined by the frequency you select and can be manually changed by clicking the **Calendar** icon.

Click the **Calendar** icon to select an expiration date for the entry. You will be notified when the end date is approaching. Expired entries remain in the WestClip Directory but are no longer run automatically. To delete an expired entry, click **Delete** next to the entry in the WestClip Directory.

9. Click **Save** to return to the WestClip: Create Entry page.
10. Click **Save** again to save the entry in the WestClip Directory.

## Keeping Track of Your WestClip Entries

WestClip entries are saved in the WestClip Directory. To access the directory, choose **WestClip** from the *More* drop-down list on the toolbar. The WestClip Directory lists entries in the order you saved them. Entries remain in the WestClip Directory until you delete them.

- To edit a WestClip entry, click the name of the entry.
- To run the Terms and Connectors search for an entry at any time, click **Run** next to the entry.
- To remove an entry from the directory, click **Delete** next to the entry.

Click **Create Entry** to create a new entry.

A blue arrow indicates that WestClip results are available for the entry.

Name	Database	Query	Next Run Date	End Date	Run Delete
1. Hazards	SCT	"HAZARDOUS WASTE" & CLEANUP	10/19/2005	no end date	Run Delete
2. who's talk	SCT	"FIRST AMENDMENT" /P COMMERCIAL ...	EXPIRED	06/09/2005	Run Delete
3.	ALLNEWS	STUDENT /5 PLAGIARI	10/19/2005	no end date	Run Delete
4. walmart	ALLNEWS	WAL-MART /5 DISCRIMI	10/19/2005	no end date	Run Delete
5. NASA	NYT	NASA /5 SAFETY	10/19/2005	no end date	Run Delete

Click an entry name or number to change one or more settings.

In addition to the date on which your query is scheduled to be run, you can run it at any time by clicking **Run** next to the entry.

Remove an entry from the WestClip Directory by clicking **Delete** next to the entry.

## Creating a WestClip Entry for Your Current Terms and Connectors Search

Monitor an important issue by setting up a WestClip entry from a search result. While viewing a search result retrieved with a Terms and Connectors query, click **Add Search to WestClip** at the top of the result list or click **Result Options** on the Result List tab and choose **Add Search to WestClip** from the menu that is displayed. The WestClip: Create Entry page is displayed. See “Creating a WestClip Entry” on page 48 for help with setting up your WestClip entry.

Click **Result Options** and choose **Add Search to WestClip** from the menu that is displayed to quickly create a WestClip entry for the Terms and Connectors search used to retrieve the result.

The screenshot shows the Westlaw interface with a search result for "A PAINFUL CHOICE" from the "Miami Daily Business Review". The "Result Options" menu is open, showing "Add Search to WestClip" as an option. Below the search result, the "WestClip: Create Entry" dialog box is displayed. The dialog box has two tabs: "Entry Details" and "Delivery Settings". The "Entry Details" tab is active, showing fields for "Name of clip:", "Client ID:", "Database(s):", and "Query:". The "Database(s)" field is set to "ALLNEWS" and the "Query" field is set to "Terms and Connectors". The "Delivery Settings" tab shows fields for "Frequency:", "Destination:", "Limits:", "Result format:", "Results:", "Date created:", "Last run date:", and "End date:". The "Frequency" is set to "Daily", "Destination" is "Notify at sign on", "Limits" is "Maximum lines per result: 2500", "Result format" is "List of All Citations", "Results" is "Inform me of no results", "Date created" is "10/18/2005", "Last run date" is "No end date", and "End date" is "No end date". The "Save" button is highlighted.

The database identifier and the Terms and Connectors search are automatically entered for you. Finish setting up the entry and click **Save** to add it to the WestClip Directory.



## Delivering Documents

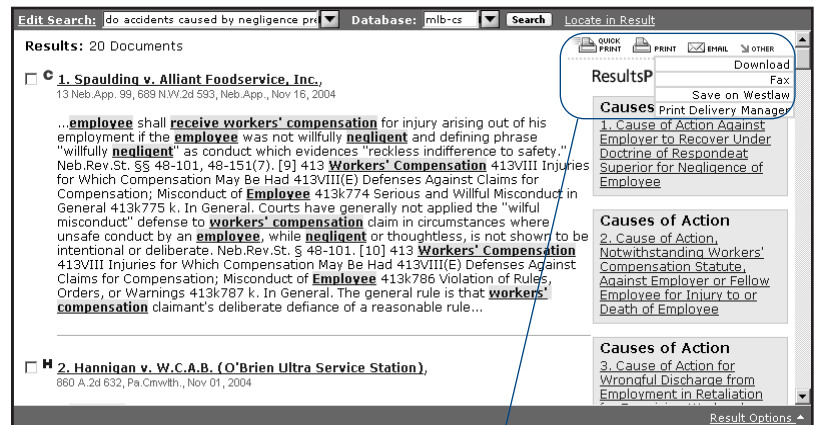
Westlaw has the following features to help you print, e-mail, fax, download, or save your documents:

- New print icons make it easy to see which delivery method you are selecting.
- Print the document or result list you are viewing in less time with Quick Print. See “Using Quick Print” on page 53 for more information.
- Select only those documents in a search or KeyCite result you want to deliver, saving time and paper.
- Save documents in the Print/Delivery Manager for up to 30 days. The Print/Delivery Manager also lets you reprint documents and get additional copies of documents without having to recreate your search.

To deliver documents, complete these steps:

1. If desired, select the check box next to each document in a result list you want to deliver.
2. Click a print icon in the upper-right corner of a retrieved document or result list.
  - Click the **Print** icon to print documents to an attached printer (local or network) or stand-alone printer (configured to print Westlaw materials exclusively). Documents can be printed in word-processing, HTML, or PDF format.
  - Click the **Email** icon to send documents to one or more e-mail addresses. Documents can be delivered as text in the body of the e-mail message or as attachments in word-processing, HTML, or PDF format.
  - Click the **Other** icon to display a menu of additional delivery options. You can download documents to a file destination (Download), fax documents (Fax), or save documents in the Print/Delivery Manager for up to 30 days (Save on Westlaw).

**Note:** Some delivery methods may not be available. The print icons shown in the following examples may differ from your Westlaw display.



Print icons are displayed in the upper-right corner of the result list and retrieved documents. Click **Other** to access the *Download*, *Fax*, and *Save on Westlaw* delivery options as well as the Print/Delivery Manager.

3. The Print dialog box is displayed. In the *Range* section under *Search Result*, selected documents or the current document you are viewing will be automatically selected.
4. In the *Content* section, specify which document pages you want to print (e.g., all pages, first page only, or synopsis and digest), and whether you want to include features such as KeyCite flags and highlighted search terms in your printed documents.
5. Click **Send Request**.

Click **Properties** to modify settings, e.g., time of delivery, for the print destination shown in the *Current Destination* drop-down list. When you are finished, click **Save**.

The *Search Result* is automatically selected based on the result page.

To print specific pages from a print publication, select **Star Pages** and type the page numbers in the text box.

Type a note about your research in the *Add a note* text box. The note will be displayed on the first page of your print request.

Click **West Reporter Image (PDF)**, when displayed, to print the document you are currently viewing exactly as it appears in the West reporter using Adobe Acrobat Reader. This option is currently available for cases in selected West reporters.

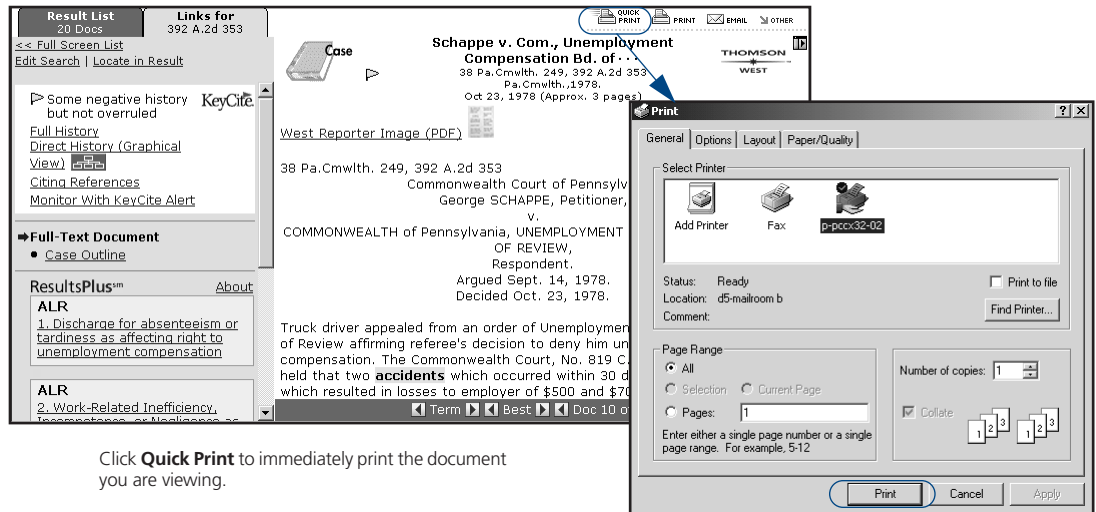
## Using Quick Print

Use Quick Print to print the document or the result list you are viewing on an attached printer in HTML format. Quick Print requires a Windows operating system and Microsoft Internet Explorer 5.5 or later.

To use Quick Print, complete these steps:

1. Click the **Quick Print** icon in the upper-right corner of the page. A Print dialog box is displayed.
2. Click **Print** or **Send Request**, depending on your browser, to send the document to your default destination and return to your result.

**Note:** If you do not have a printer installed on your computer, the Quick Print icon will not be displayed.



## Selecting Default Delivery Options

The Options–Print and Download page allows you to select a default delivery destination (e.g., attached printer, e-mail) and default delivery settings (e.g., HTML, dual-column format, deliver at sign-off). You can override these defaults when you print by clicking **Properties** in the Print dialog box and selecting new settings.

To select your default delivery options, complete these steps:

1. Choose **Options** from the *More* drop-down list on the toolbar.
2. Click the **Print and Download** arrow in the left frame.
3. Select the delivery destination you use most often from the *Destination* drop-down list. Click **Properties** to specify settings such as the delivery format, time of delivery, and document format.
4. Click **Save** at each Options page to save your default delivery settings.

The screenshot displays the 'Options' dialog box with the 'Print & Download' section selected in the left sidebar. The 'Destination' is set to 'Attached Printer', and the 'Properties' button is highlighted. A blue arrow points from the 'Properties' button to the 'Attached Printer Properties' dialog box. The 'Attached Printer Properties' dialog box shows the following settings:

- Print Using:** HTML (selected), Word processor (Word), PDF (Adobe Acrobat Reader required).
- Delivery Format:** Dual column (composed/book-style) (selected), Single column (composed/book-style), Full-width.
- Time of Delivery:** Deliver at sign off, Deliver now (selected).
- Document Format:** Font Size: 10 point, Line Spacing: Single-Spaced.

## Using the Print/Delivery Manager

The Print/Delivery Manager stores pending, failed, and delivered print requests so you can easily reprint your documents. Pending and failed print requests are stored in the *Offline Print Directory* section of the Print/Delivery Manager for up to 30 days. All print requests that were delivered in the last 48 hours are shown in the *Delivered Print Requests* section of the Print/Delivery Manager.

To view your print requests, choose **Print/Delivery Manager** from the *More* drop-down list on the toolbar. You can also click **Other** in the upper-right corner of a result page and choose **Print Delivery Manager** from the menu that is displayed. Each entry shows

- the status of the request
- the database or service in which the request originated
- the description, query, or citation used to retrieve the result
- the approximate number of lines requested (rounded up to an increment of 5)
- the number of documents requested
- the date and time the request was created
- the number of images included in the request (Offline Print Directory only)
- the number of days until the request expires (Offline Print Directory only)

## Printing an Entry

To print an entry in the Print/Delivery Manager, complete these steps:

1. Click **Offline Print Directory** or **Delivered Print Requests**.
2. Select the check box next to each entry you want to print and click **Next**. You can select up to 10 entries.
3. Select the destination for your print request, e.g., **E-mail**, then click **Properties** and enter the appropriate information, e.g., an e-mail address, if necessary.
4. Click **Send Request**.

## Deleting an Entry

To remove an entry from the Print/Delivery Manager, complete these steps:

1. Click **Offline Print Directory** or **Delivered Print Requests**.
2. Select the check box next to each entry you want to delete. You can select up to 10 entries.
3. Click **Delete**.

Select the check box next to each entry (up to 10) you want to print or delete.

Print/Delivery Manager <small>Select up to ten of the entries below, then click <b>Next</b> to print or <b>Delete</b> to remove.</small>							
Offline Print Directory   <a href="#">Delivered Print Requests</a>							
<input type="button" value="Next"/> <input type="button" value="Delete"/> <input type="button" value="Select All"/> <input type="button" value="Clear All"/>							
Pending Print Requests							
Status	Event	Information	Lines	Documents	Images	Date Created	Expires (days)
<input type="checkbox"/> Gathered	ALLNEWS	STUDENT /5 PLAGIARI	80	3	0	09/20/2005 05:05 am	N/A
<input type="checkbox"/> Gathered	ALLNEWS	STUDENT /5 PLAGIARI	5	1	0	09/21/2005 05:32 am	N/A
<input type="checkbox"/> Gathered	ALLNEWS	8/1/05 ISSACCTED 255	35	1	0	09/22/2005 05:18 am	N/A
<input type="checkbox"/> Gathered	ALLNEWS	9/23/05 NYT E22	530	1	0	09/23/2005 05:14 am	N/A
<input type="checkbox"/> Gathered	ALLNEWS	STUDENT /5 PLAGIARI	65	2	0	09/24/2005 05:33 am	N/A
<input type="checkbox"/> Gathered	ALLNEWS	9/25/05 TALLDEM B5	35	1	0	09/25/2005 08:34 am	N/A
<input type="checkbox"/> Gathered	ALLNEWS	STUDENT /5 PLAGIARI	5	1	0	09/26/2005 05:03 am	N/A
<input type="checkbox"/> Gathered	ALLNEWS	1/24/05 NYT-ABS A16	25	1	0	09/27/2005 05:21 am	N/A
<input type="checkbox"/> Gathered	ALLNEWS	STUDENT /5 PLAGIARI	5	1	0	09/28/2005 05:02 am	N/A
<input type="checkbox"/> Gathered	KEYCITE-ALERT	16 USCA s 1544	20	1	0	09/29/2005 02:53 am	10
<input type="checkbox"/> Gathered	KEYCITE-ALERT	122 Cal.Rptr. 745	25	1	0	09/29/2005 02:53 am	10

# Viewing and Downloading Your Research Trails

The Research Trail feature makes it easy to keep track of your research and return to previous work.

## Selecting Default Research Trail Options

You can specify default e-mail information and sign-off instructions for the research trail at the Options–Trail page. Choose **Options** from the *More* drop-down list on the toolbar, then click the **Trail** arrow in the left frame. See “Choosing Your Research Options” on page 59 for more information.

## Viewing the Current Research Trail

To view the research trail for the current Westlaw session, click **Research Trail** at the top of any page. Information about the tasks you’ve completed is displayed, including the citations of documents you retrieved and the Westlaw databases and services you used.

Click **E-Mail Trail** to send the current research trail to an e-mail address, or click **Download Trail** to download it as an HTML file and view it in your browser or word-processing program.

Begin a new research trail with a new client identifier by clicking **New Research Trail**.

Return to a previous result by clicking its hypertext link.

Research Trail				
List of All Research Trails   New Research Trail				
Current Research Trail: 10/19/2005 12:39PM for Client JJ				
Download Trail   E-Mail Trail				
Research Event	Database or Citation	Date	Notes	
Find - 2005 CONG US HR 2126	2005 CONG US HR 2126	10/19/2005 12:46 PM	<a href="#">Add Note</a>	
KeyCite Statute History - 42 USCA s 403	42 USCA s 403	10/19/2005 12:46 PM	<a href="#">Add Note</a>	
KeyCite History - Change in party after statute of limitations has run	8 A.L.R.2d 6	10/19/2005 12:44 PM	<a href="#">Add Note</a>	
ResultsPlus Find - Change in party after statute of limitations has run	8 A.L.R.2d 6	10/19/2005 12:43 PM	<a href="#">Add Note</a>	
Viewed Document - Ramirez v. Graham	834 N.E.2d 754	10/19/2005 12:43 PM	<a href="#">Add Note</a>	
Search - NEGLIGENI /5 "WORK! COMPENSATION" & DATE (>9/17/2005) (1 Doc)	MLB-CS	10/19/2005 12:43 PM	<a href="#">Add Note</a>	
Search - NEGLIGENI /5 "WORK! COMPENSATION" & DATE (>10/17/2005) (0 Docs)	MLB-CS	10/19/2005 12:42 PM	<a href="#">Add Note</a>	
Search - NEGLIGENI /5 "WORK! COMPENSATION" (1860 Docs)	MLB-CS	10/19/2005 12:42 PM	<a href="#">Add Note</a>	
Find - Ungard v. Com., Unemployment Compensation Bd. of Review	65 Pa.Cmwlt. 127	10/19/2005 12:41 PM	<a href="#">Add Note</a>	
Find - Drake v. Com., Unemployment Compensation Bd. of Review	80 Pa.Cmwlt. 34	10/19/2005 12:39 PM	<a href="#">Add Note</a>	

Click **Add Note** to add notes about a particular task. Once you add a note, click **View Note** to modify or delete it.

## Keeping Track of Your Research Trails

To view all research trails associated with your Westlaw password from the last 14 days, click **List of All Research Trails** at the Research Trail page.

The default name for a research trail is the date and time it was started. To change its name, click **Rename**.

Click **Delete** to delete a research trail.

If you do not return to a research trail within 14 days, it is removed from the list. To save a research trail for an additional 14 days, click **Reset**.

Research Trail					
Current Research Trail   New Research Trail					
List of All Research Trails					
Research Trail	Client ID	Date Last Accessed	Expiration (Days)	Notes	
10/19/2005 12:39PM	JJ	10/19/2005 12:39 PM	14	<a href="#">Reset</a>	<a href="#">Add Note</a>
10/18/2005 11:34AM	DD	10/18/2005 11:34 AM	13	<a href="#">Reset</a>	<a href="#">Add Note</a>
10/18/2005 10:29AM	JJ	10/18/2005 10:29 AM	13	<a href="#">Reset</a>	<a href="#">Add Note</a>
10/13/2005 12:49PM	DD	10/13/2005 12:49 PM	8	<a href="#">Reset</a>	<a href="#">Add Note</a>
10/13/2005 11:59AM	JJ	10/13/2005 11:59 AM	8	<a href="#">Reset</a>	<a href="#">Add Note</a>
10/13/2005 11:09AM	JJ	10/13/2005 11:09 AM	8	<a href="#">Reset</a>	<a href="#">Add Note</a>
10/12/2005 03:32PM	JJ	10/12/2005 03:32 PM	7	<a href="#">Reset</a>	<a href="#">Add Note</a>

## Starting a New Research Trail During Your Westlaw Session

You can start a new research trail without signing off from Westlaw.

1. Click **New Research Trail** at the Research Trail page.
2. Type a client identifier to which to assign further research in the *Change Client ID to* text box.
3. If desired, type a name for the trail in the *Enter new Trail Name* text box.
4. Click **Start New Trail**.

**Note:** You can also start a new research trail by choosing **Change Client ID** from the *More* drop-down list on the toolbar.

## Delivering a Research Trail

You can e-mail a research trail to one or more addresses or download it as an HTML file, then view it in your browser or word processor.

### E-Mailing a Research Trail

To e-mail a research trail, complete these steps:

1. To e-mail the current research trail, click **E-Mail Trail** at the Research Trail page.  
To e-mail a previous research trail, click **List of All Research Trails** at the Research Trail page. Click the name of a research trail to open it, then click **E-Mail Trail**.
2. Type one or more e-mail addresses separated by semicolons in the *E-mail address(es)* text box.  
(separate with semicolons, e.g., janedoe@home.com; johndoe@home.com)
3. Type the subject of the e-mail in the *Subject* text box. This text will be displayed in the subject line of the e-mail message.
4. Type a message to accompany the research trail in the *Notes* text box. This text will be displayed in the body of the e-mail message.
5. Select the format in which you want the research trail to be displayed in the e-mail message:
  - **Inline HTML**—delivers the research trail in HTML format within the e-mail message.
  - **Attached HTML**—delivers the research trail in HTML format as an attachment to the e-mail message.
  - **Inline Text**—delivers the research trail in ASCII (text only) format within the e-mail message.
  - **Attached Text**—delivers the research trail in ASCII format as an attachment to the e-mail message.
6. Click **Send**.

The screenshot shows a web form titled "Research Trail". It contains the following fields and options:

- E-Mail Trail:** A section header.
- E-mail address(es):** A text input field with a placeholder instruction: "(separate with semicolons, e.g., janedoe@home.com; johndoe@home.com)".
- Subject:** A text input field.
- Notes:** A larger text area with a scroll bar.
- ☒ **Attach Trail Summary Notes**
- Delivery Format:** A dropdown menu currently set to "Inline HTML".
- Send** button.

### E-Mailing the Current Research Trail at Sign-Off

To automatically e-mail your current research trail each time you sign off from Westlaw, complete these steps:

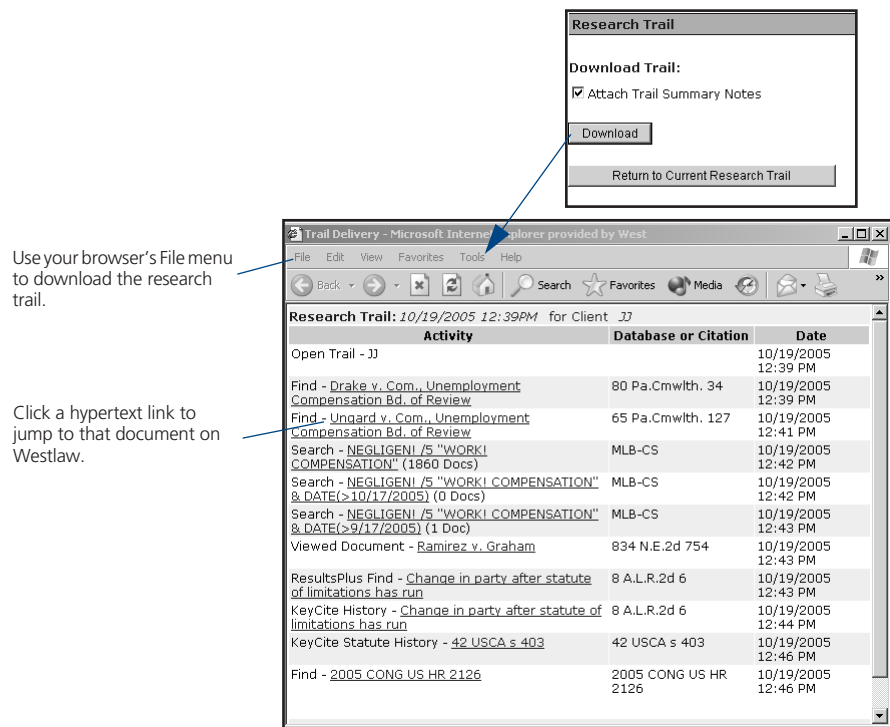
1. Choose **Options** from the *More* drop-down list on the toolbar.
2. Click the **Trail** arrow in the left frame.
3. Type one or more addresses in the *E-Mail address(es)* text box.
4. Select the **E-mail my last trail at sign off** check box.
5. Click **Save**.

## Downloading a Research Trail

When you view a downloaded research trail in a browser and in some word processors, such as Microsoft Word 2000, you can click the hypertext links in the trail to jump to a document or search result on Westlaw.

To download a research trail, complete these steps:

1. To download the current research trail, click **Download Trail** at the Research Trail page.  
To download a previous research trail, click **List of All Research Trails** at the Research Trail page. Click the name of a research trail to open it, then click **Download Trail**.
2. Select the **Attach Trail Summary Notes** check box, if desired; then click **Download**. A message instructing you to use your browser's Save As feature is displayed. Click **OK**. The research trail is displayed in a new browser window.
3. In the new browser window, choose **Save As** from the File menu to download the trail.
4. Choose the location for the file, and type a file name with an HTML file extension, e.g., **buckaloo.htm**.
5. Click **Save**.



## Deleting the Current Research Trail at Sign-Off

To automatically delete your current research trail each time you sign off from Westlaw, complete these steps:

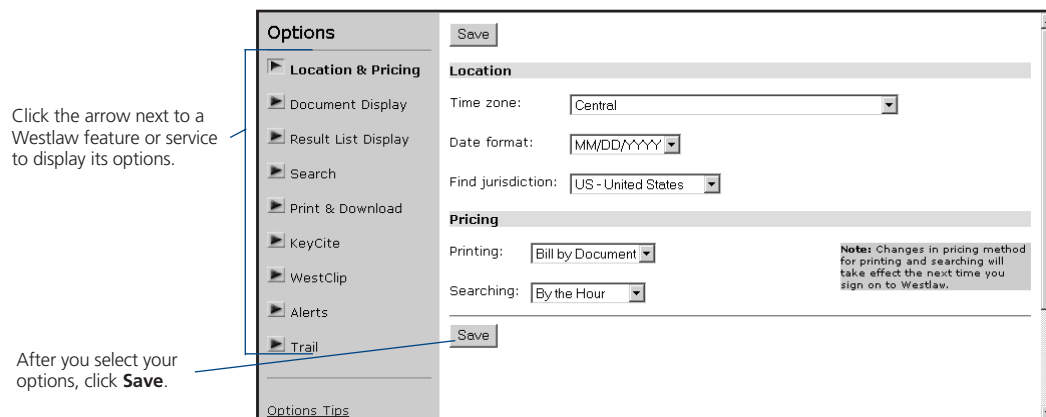
1. Choose **Options** from the *More* drop-down list on the toolbar.
2. Click the **Trail** arrow in the left frame.
3. Select the **Delete trail at sign off** check box.
4. Click **Save**.



## Choosing Your Research Options

You can customize many aspects of your research session using the Options pages. For example, you can designate either Terms and Connectors or Natural Language as your default search method, specify a pricing method, and tailor the display of your KeyCite, KeyCite Alert, WestDocket Alert, Profiler Alert, and WestClip results.

To access the Options pages, choose **Options** from the *More* drop-down list on the toolbar. The location and pricing options are displayed in the right frame. For other options, click the arrow next to the Westlaw feature or service in the left frame, as shown below. Use the drop-down lists, buttons, and check boxes to customize Westlaw for your research needs, then click **Save**.



### Location and Pricing

- Time zone
- Date format
- Find jurisdiction (specifies the publication country for documents retrieved by citation)
- Pricing methods for printing documents and searching on Westlaw
- Mark databases outside WestlawPRO plan

### Document Display

- Westlaw Welcome page
- Westlaw Directory
- Page view
- Display referenced documents in the Link Viewer
- Display result list after search is run
- Display prompts during query formulation and browsing
- When using assistive technology, read text for each document in the result list
- Display or print Star Paging numbers in documents
- Display Star Paging breaks in documents
- Automatically display images in search results online

### Result List Display

- Display or hide search terms in the result list
- Choose number of words to display before and after Terms and Connectors search terms in the result list
- Choose number of citations to display in the result list

### Search

- Default search method
- Set number of Natural Language documents to be retrieved
- Ranking of documents in Terms and Connectors search results
- Allow Terms and Connectors searches to be interrupted
- Receive warning that Terms and Connectors search may retrieve large result

- Edit More Like This and More Like Selected Text searches
- Identify duplicate documents
- Display Smart Tools

### Print and Download

- Destination for your results and print properties
- Include KeyCite status flags, highlighted search terms, images, live links, and summary pages in your results
- Pricing method for printing documents

### KeyCite

- Display parallel citations, West headnote numbers, and New York official reports headnote numbers for citing references
- Display KeyCite Notes icon in text of documents

### WestClip

- Maximum number of lines and documents per result
- Format of results
- Destination for results

### Alerts

- Type of history to be retrieved in KeyCite Alert results
- Frequency with which document is checked in KeyCite Alert
- Destination for KeyCite Alert, WestDocket Alert, and Profiler Alert results
- Include citing references in KeyCite Alert results
- Include full text of new documents in KeyCite Alert and Profiler Alert results
- Receive notification of no KeyCite Alert or Profiler Alert results
- Maximum number of lines and documents per WestDocket Alert result
- Format of WestDocket Alert results

### Trail

- E-mail information
- Include research trail notes in e-mail message
- Automatically delete or e-mail research trail at sign-off

## Choosing a Pricing Method

You can choose either hourly or transactional pricing as your preferred pricing method, or you can be prompted to select a pricing method each time you access Westlaw.

To select your pricing method, complete these steps:

1. Choose **Options** from the *More* drop-down list on the toolbar.
2. At the Options–Location and Pricing page, select your preferred pricing method (**By the Hour** or **By Transaction**) from the *Searching* drop-down list. To choose your pricing method at the start of each Westlaw session, select **Ask at Sign On** from the drop-down list.
3. Click **Save**.

The screenshot shows the 'Options' window with a sidebar on the left containing links like 'Location & Pricing', 'Document Display', 'Result List Display', 'Search', 'Print & Download', 'KeyCite', 'WestClip', 'Alerts', and 'Trail'. The main content area is divided into 'Location' and 'Pricing' sections. Under 'Location', there are dropdowns for 'Time zone' (set to 'Central'), 'Date format' (set to 'MM/DD/YYYY'), and 'Find jurisdiction' (set to 'US - United States'). Under 'Pricing', there are dropdowns for 'Printing' (set to 'Bill by Document') and 'Searching' (set to 'By the Hour', which is circled in red). A 'Save' button is located at the top right and bottom right of the main content area. A note on the right side of the 'Pricing' section reads: 'Notes: Changes in pricing method for printing and searching will take effect the next time you sign on to Westlaw.'

Download a free copy of *Pricing for westlaw.com* at [west.thomson.com/westlaw/guides](http://west.thomson.com/westlaw/guides) for tips on selecting a pricing method, as well as pricing for multiple-database searches and per-line or per-document pricing for documents that you download or send to a printer, an e-mail address, or a fax machine.

### Using Hourly Pricing

With hourly pricing, you pay charges based on the time that you spend searching or browsing a database.

Hourly pricing is usually best when you

- want to retrieve a list of documents for later review
- intend to research an issue from many angles
- need to run multiple searches in a database
- plan to retrieve many documents by citation

### Using Transactional Pricing

With transactional pricing, you incur a charge for each transaction that you complete. Transactions include running a search in a database, retrieving a document using its citation, using KeyCite, or using a hypertext link to go to a new document.

Transactional pricing is usually best when you

- want to read retrieved documents online
- expect to retrieve many relevant documents with one search

## Setting Up My Westlaw

With the My Westlaw feature, you can select tabbed custom pages for specific jurisdictions or practice areas. You can further personalize these pages to provide direct access to the databases and services you use most often. Tabbed custom pages are available for practice areas, such as securities and tax, and federal, state, and foreign jurisdictions.

### Selecting Tabbed Custom Pages

Complete these steps to select your tabbed custom pages:

1. Click **My Westlaw** in the upper-right corner of any page to display the available tabbed custom pages, as shown at right. To preview a page, click the page name.
2. Select the check box next to each page you want as a tabbed custom page (up to six) and click **Next**.
3. The **Save Tabs** page, which lists the tabbed custom pages you've chosen, is displayed; select the tabbed custom page to be displayed first each time you sign on to Westlaw and click **Save**.

Welcome to My Westlaw

With My Westlaw you can select tabbed custom pages for specific jurisdictions and practice areas. You can further personalize your tabbed pages to provide direct access to databases and services you use most often.

Add or delete tabs (up to six) by selecting or clearing the check boxes. Your choices will not appear until you complete the next page. Click **Next**.

**Next >** **Send a Tab!**

Go to: Select a Category

General		
<input checked="" type="checkbox"/> Westlaw	<input type="checkbox"/> State Government	<input type="checkbox"/> Corporate Counsel
<input type="checkbox"/> Public Records	<input type="checkbox"/> Summer Associate	<input type="checkbox"/> Westlaw GC
<input type="checkbox"/> Law School Classic	<input type="checkbox"/> Career	<input type="checkbox"/> Local Gov't Practice
<input type="checkbox"/> Law School	<input type="checkbox"/> Moot Court	<input type="checkbox"/> Locator
<input type="checkbox"/> Law Review	<input type="checkbox"/> Accessibility Enabled	<input type="checkbox"/> Canadian Research
<input type="checkbox"/> Librarians	<input type="checkbox"/> Paralegal	<input type="checkbox"/> News & Information
<input type="checkbox"/> Federal Government		

**Business & News Information**

Business & News Information	
<input checked="" type="checkbox"/> Business & News	<input type="checkbox"/> General News
	<input type="checkbox"/> People Information

Repeat these steps any time during your research to add or remove tabbed custom pages.

### Personalizing Your Tabbed Custom Pages

Once you've selected your tabbed custom pages, click the **Edit** links to personalize the pages (with the exception of the Westlaw page and a few other pages) based on the research tasks you frequently perform.

Click **Edit** in a section of a tabbed custom page to display the options available for that section.

Westlaw Business & News Business Practitioner

Welcome | Find | KeyCite | Directory | Table of Contents | KeySearch | More

**Shortcuts** **Edit**

**Alerts:**  
WestClip

**Recent Developments:**  
New York Times Headlines

**Get Market Information:**  
Access The Quotes Service  
Access The Market Indices

**Related Westlaw Tabs:**  
Company Information  
General News  
Global News  
People Information  
Industry Information

**People in the Headlines:**  
Select a date restriction **GO**

**Resources** **Edit**

**News Sources**  
For more sources, see the General News tab.  
All News, All News Plus Wires, New York Times, Thomson Financial News, Wall Street Journal Abstracts, Major Newspapers, Wires, AP Wires, Today's News, More...

**Legal Newspapers & Newsletters**  
Legal Newspapers, Legal Newsletters, American Lawyer, Corporate Legal Times, National Law Journal, Legal Times, Andrews Publications, Metropolitan Corporate Counsel, New York Law Journal, More...

**Global News**  
For more country coverage, see the Global News tab.

**State & Regional News**  
For more state & regional news, see the General News tab.  
United States, New York, California, Texas, Illinois, DC, Florida, New Jersey, More...

**Company Information**  
For more sources, see the Company Information tab.  
EDGAR Filings, Company Profile, Investext Analyst Reports, Disclosure, Hoover's Company Profiles, Hoover's Company Capsules, D&B Reports, Corporate Governance Reports, Corporate Registration Records, FEIN Records, More...

**People**  
For more sources, see the People Information tab.  
West Legal Directory, People

After you personalize a tabbed custom page, it is listed in the *Personalized* section of the Welcome to My Westlaw page. To rename a personalized page, click **Properties** next to its entry in the list. To delete a page, click **Delete**.

## Adding and Removing Shortcut Options

Shortcuts provide the fastest ways to retrieve and check documents on Westlaw. To personalize the shortcuts in the left frame of your tabbed custom pages, complete these steps:

1. Click **Edit** in the *Shortcuts* section of a tabbed custom page. The Edit: Shortcuts page is displayed from which you can add and remove shortcuts.
2. To see what options are available for a specific shortcut, click its hypertext link. A second Edit page is displayed from which you can add and remove shortcut options. Click **Save** to save your changes and return to the Edit: Shortcuts page.

For example, click **Finding Tools** to see that it includes these options: Find a Case by Party Name, Find a Brief by Party Name, Find a Person, Find a Company, and Find a Database. Select the **Find a Person** and **Find a Company** check boxes and click **Save**.

**Note:** To return a tabbed custom page to its original settings, click **Restore Default Settings**.

Select a check box to add a shortcut to your tabbed custom page. Clear a check box to remove a shortcut from your tabbed custom page.

Click **Change Order** to move frequently used shortcuts to the top of the *Shortcuts* section.

Click a hypertext link to view the options available for a shortcut.

3. When you are finished making your selections at the Edit: Shortcuts page, click **Save**. The *Shortcuts* section now includes your selections—the Find a Person and Find a Company finding tools. (For more information on these two tools, see “Using a Find Wizard” on page 5.)

## Adding and Removing Quick Search or Resources Options

Quick Search and Resources options include the databases you can access and features you can use to help you search these databases. To personalize the search options in the right frame of your tabbed custom pages, complete these steps:

1. Click **Edit** in the *Resources* section or next to *Search for* or *In the following database(s)* in the *Quick Search* section, depending on the tabbed page you are viewing. An Edit page is displayed from which you can add and remove options.
2. To see what choices are available for a specific option, click its hypertext link. A second Edit page is displayed from which you can also add and remove options. Click **Save** to save your changes and return to the first Edit page.

For example, click **Edit** in the *Resources* section, then click **My Personal Databases** to add the California Papers database (CANP) to the list of databases. Type the database name and identifier in the text boxes and click **Update**. Then click **Save** to save your changes and return to the first Edit page.

**Note:** To return a tabbed custom page to its original settings, click **Restore Default Settings**.

Select a check box to add databases to your tabbed custom page. Clear a check box to remove databases from your tabbed custom page.

Click **Change Order** to move frequently used databases to the top of the list of databases.

Click **My Personal Databases** to add a database to the list of databases on the tabbed custom page.

**Edit: Resources**  
To personalize this tabbed page, add an option by selecting its check box or remove an option by clearing its check box. To see more selections for an option, click its hypertext link.

To change the order of the collections on this tabbed page, click **Change Order**. When you are finished, click **Save**.

**Show these layouts:**

☒ Scope icons  
☐ Database identifiers  
☒ Content descriptions

**Show these collections:** [Change Order](#)

☐ **My Personal Databases**  
☒ [News Sources](#)  
☒ [Legal Newspapers & Newsletters](#)  
☒ [Global News](#)

**Edit: My Personal Databases**  
To add an option, select its check box. To remove an option, clear its check box. Then click **Save**.

**My Personal Databases**

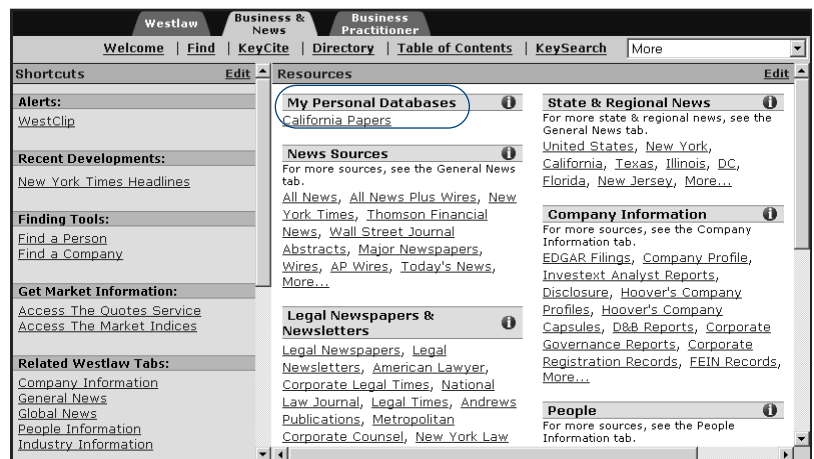
To add any database on Westlaw to your custom page, type the database name, e.g., Supreme Court and identifier, e.g., SCT, then click **Update**.

To add multiple databases in one entry, type the identifiers separated by a comma, e.g., SCT, USCA, CTA.

If you are unsure of the database identifier, access the [Find a Database Wizard](#).

Database Name:   
Database Identifier:

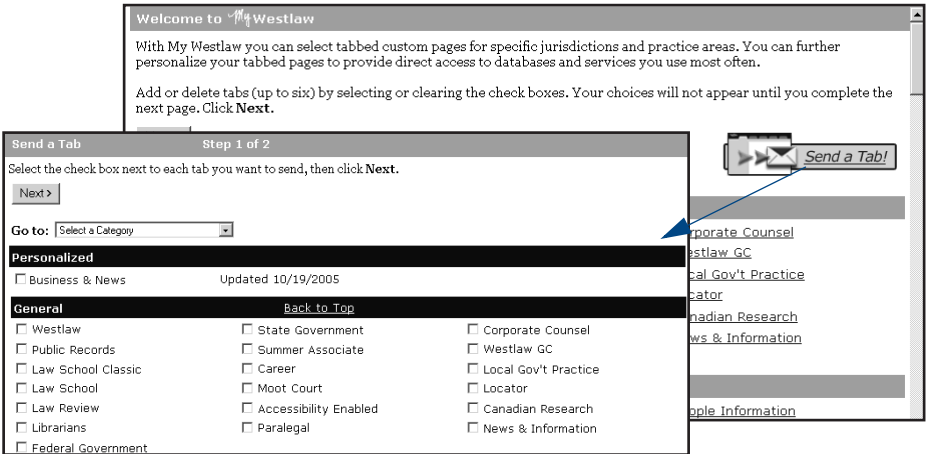
3. When you are finished making your selections at the first Edit page, click **Save**. The list of databases in the right frame now includes the California Papers database.



E-Mailing Your Tabbed Custom Pages

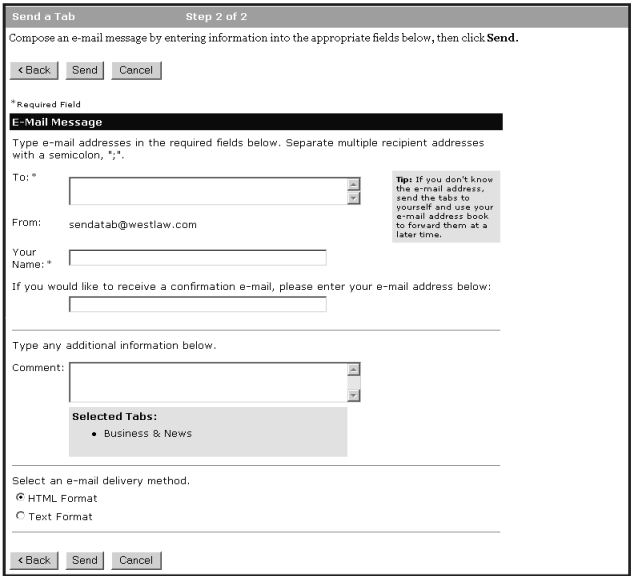
You can e-mail any tabbed custom page, including those you have personalized, to others in your firm. Complete these steps to e-mail your tabbed custom pages:

- 1. Click **My Westlaw** in the upper-right corner of any page. The **Welcome to My Westlaw** page is displayed.
- 2. Click **Send a Tab**. Then select the check boxes next to the pages you want to send and click **Next**.



- 3. Type the information requested and click **Send** to e-mail the selected pages to one or more colleagues.

Type one or more e-mail addresses to which you want to send tabbed custom pages in the *To* text box.



Receiving an E-Mailed Tabbed Custom Page

To accept the tabbed custom pages sent to you, open the e-mail message and click **Save All Tabs** or click **Save Tab** next to each page you want to save. Clicking a link in the e-mail message opens your browser and displays the Westlaw sign-on page, or the Save Tabs page if you are already signed on to Westlaw. Click **Preview Tab** to view the tabbed page without saving it. To decline all tabbed custom pages, close or delete the e-mail message. The links in the e-mail message expire after six months.

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